



## PULBOROUGH PARISH COUNCIL

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**MINUTES OF AN ORDINARY MEETING  
OF PULBOROUGH PARISH COUNCIL  
HELD ON THURSDAY 22<sup>nd</sup> JANUARY 2015  
AT PULBOROUGH VILLAGE HALL**

**PRESENT:** Cllrs Qusted (Chairman), Clarke, Ellis, Esdaile, Henly, Kipp, Lawson, Mills, Mortimer, Tilbrook, J Wallace, & Wilson.

**IN ATTENDANCE:** District Councillor Brian Donnelly, County Councillor Pat Arculus, Dan Jenkins (Community Youth Worker), Rachel Skidmore (HDC), 20 Members of the Public, and Sarah Norman (Clerk).

*The meeting opened at 7.30pm*

**111. APOLOGIES FOR ABSENCE**

Apologies for absence were received from E Wallace

**112. DECLARATIONS OF INTEREST**

There were no Declarations of Interest

**113. MINUTES**

**113.1 Full Council**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held 27th November 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**Clerk's Report**

Item 96 – Sports & Social Club

As agreed, a meeting was arranged for 18th December but only Cllr Qusted and Barry Vincent were in attendance. The two agreed to visit a clubhouse, which uses alternative construction methods at Ashurst and Cllr Qusted is currently liaising with Barry Vincent regarding this. As a result, this item has not been included on the agenda for this evening.

Item 98 - Police Attendance

As instructed, the Clerk had contacted Ashington Parish Council regarding the costs of village wardens who advised that the total cost of the warden scheme is £65,000 per annum. This is split into salary and oncosts, vehicle, uniform, training, equipment etc. The Wardens are actually employed by HDC who provide all of the employee management and administration. Currently HDC also pay £5000 for two wardens but there is no guarantee that this, or the provision of the management/admin, will continue.

Item 101 - Ditch Work at Allotments

These works have now been completed. After evaluation, it was decided to not pursue an Operation Watershed grant for this work as the application would more than likely be

unsuccessful and that an application would be better suited for the funding of the works at Pocket Park.

**Item 103- Hanging Baskets**

Cllr Quedstedt has been in contact again with SSEC who have given assurance that the brackets will be installed by Easter. The Clerk is currently obtaining costs for both the supply and delivery of the 22 Baskets in mid May together with new equipment for the groundsman so that he can water them. This will be referred to P&S in February for approval.

**113.2 Planning & Services Committee**

Members received the Minutes of the Meetings held 27<sup>th</sup> November 2014, 5<sup>th</sup> December 2014 and 8<sup>th</sup> January 2015.

**Clerk's Report**

Nothing to report.

**113.3 Recreation & Open Spaces Committee**

Members received the Minutes of the Meeting held 20th November 2014

**Clerk's Report**

**Item 76 – Clerk's Report - Cousins Way Trim Trail**

Available dates, for a public meeting to discuss the trim trail, were sent from Sgt Mundy and PCSO Dunning and having had responses from some of the R&OS Committee, the preferred date is Tuesday 17th March at 7.30pm. Peter Jones (LAT) has confirmed he can also attend this date, however Dan Jenkins, the Youth Worker, is unable to attend. The Assistant Clerk will arrange to advertise this meeting in the Parish Newsletter, on the Pulborough Parish Council website and on notice boards. The residents, who attended the first meeting will also be advised. Cllr Quedstedt will chair the evening,

**Item 81 – Allotments**

An inspection date, with all available R&OS Committee members has been arranged for Tuesday 27th January 2015 at 12pm.

**Item 82 – Memorial Garden**

Stepping stones have now been placed in the memorial garden to enable access to the notice board.

An article will be placed in the February Parish newsletter asking for volunteers to help with weeding in the memorial garden. St Mary's School were not able to offer any helpers from their Gardening Club or Forest Schools Group.

**Item 83 – Lime Tree on Footpath, along bowling green**

This tree is not included in the tri-annual tree survey programme, and has not been assessed for some time. Two quotations were obtained to have the re-growth cut back to the previous pollard points, which are in the region of £950.00 + VAT. A quotation has also been received to remove dead wood and all dangerous and overhanging branches at a cost of £240.00 + VAT. Members agreed that this latter quotation should be accepted by the Clerk under delegated responsibilities, and this tree will be added to the next tri-annual survey.

**114. ADJOURNMENT FOR PUBLIC SPEAKING**

The Chairman welcomed Mr Ian Hare who had given notice to speak on behalf of a group of residents regarding agenda item 7, Flight paths.

**Meeting adjourned: 7.36pm**

**Meeting reconvened: 7.46pm**

The Chairman thanked Mr Hare for taking the time to address the Council.

**115. COMMUNITY YOUTH WORKER**

The Chairman welcomed Dan Jenkins, the Community Youth Worker (CYW) for the Billingshurst & Pulborough Cluster and invited him to address the Council.

**Meeting adjourned: 7.47pm**

**Meeting reconvened: 7.52pm**

The Chairman thanked Dan for taking the time to address the Council with their presentation.

Members received a copy of the report and notes from the recent youth worker meeting.

Members asked Dan whether he was pleased with the way things were progressing. Dan said that he was very pleased. The breakthrough with engagement at the Weald in the second half of 2014 was seen as being of great importance and gives a platform for Dan to expand his contact with local young people.

Members noted that a major challenge for the future is premises for the Youth Club as the lease for the building on the school land expires in 5 years. Horsham Matters is already in discussions with the Youth Club regarding this issue.

Cllr Ellis proposed, with all Members agreeing, that thanks be recorded to both Dan and his support team at Horsham Matters Ltd for all their efforts.

Members then went on to discuss the funding of a sessional worker at Pulborough Youth Club. Members noted that when this was discussed previously it had been agreed that the additional cost of £2700 per annum should not be funded by the Parish Council (see minutes of the Full Council meeting dated 27<sup>th</sup> November 2015 minute no 97). However, it was noted that grants received by the Pulborough and Billingshurst CYW cluster from WSCC and HDC are currently being held by Billingshurst Parish Council.

It was therefore proposed, with all in favour, that these grants be used to fund the sessional workers in both Billingshurst and Pulborough through to June 2016 at which time the contract with Horsham Matters is due to be reviewed anyway.

**RESOLVED: The grants held by the Pulborough & Billingshurst CYW Cluster be used to fund sessional workers at Pulborough Youth Club to June 2016 at a cost of £2700 per annum.**

**116. THANK FAMILY INITIATIVE**

The Chairman welcomed Rachel Skidmore, the Community Development Officer (Think Family) at Horsham District Council and invited her to address the Council.

**Meeting adjourned: 7.56pm**

**Meeting reconvened: 8.03pm**

The Chairman thanked Rachel for taking the time to address the Council. A copy of the report is attached as Appendix 1.

Cllr Tilbrook asked Rachel to convey an issue with the affordability of housing in Pulborough and that any research/assumptions made by HDC in their planning take into account :-

- \* The average house price in Pulborough is already an excessive multiple of the median wage, which in itself is in decline.

- \* Open Market rents are increasing at a rate when median salaries are in decline
- \* Pulborough will have 50% more over 65's in 15 years time with social care providers reportedly having difficulty in recruiting local workers due to the high levels of housing cost.

Cllr Tilbrook also asked if HDC could influence the social landlords to restrict increases in rent.

Cllr Ellis raised the issue of a family that was identified by the Local Action Team several years ago as one that may benefit from Think Family intervention but had been told at that time they were not considered suitable for the initiative. Rachel advised that the remit of the Think Family initiative was now much broader and urged Cllr Ellis to have the family referred again. County Cllr Arculus ask Cllr Ellis to let her have the relevant details and she will speak to the Think Family representative at WSCC.

#### 117. **FLIGHTPATHS**

Cllr Quedstedt responded to Mr Hare's enquiry regarding lack of consultation with the Parish Council. The Clerk had written to Gatwick Airport who advised that the Parish Council had been consulted back in 2012 with the consultation titled "Gatwick Airport P-RNAV Departure SID Consultation". The opening line stated :-

*"Gatwick Airport has recently released plans to utilise the full navigation capability of modern aircraft, improving track keeping of departing flights. In line with CAA guidance we are carrying out a three month public consultation on proposals to accurately refine the existing aircraft departure routes from Gatwick Airport within the next five years".*

This consultation was referred to the Planning & Services Committee under Correspondence on 4<sup>th</sup> October 2012 (see minute no 92) and at that time it was recorded that "Cllr Dale has looked at this and reported that this will benefit Pulborough". Cllr Quedstedt stated that, in his opinion, in considering the documentation provided at that time that would have seemed a reasonable comment to make.

However, it was clear that to consult about an issue, the impact of which is impossible to quantify until the change are brought in some 2 years later, was absurd and wholly unacceptable. Cllr Quedstedt suggested that a copy of the 2012 consultation document be copied to Mr Hare for his information.

Cllr Tilbrook asked whether the pressure Pulborough Against Gatwick Noise Emissions (PAGNE) has contacted either Nick Herbert MP or the South Downs National Park (SDNPA). Mr Hare advised that whilst it has taken some time he is in contact with Nick Herbert's Parliamentary Assistant and Mr Herbert has said that he is sympathetic to their concerns. He is currently awaiting a response from the Civil Aviation Authority (CAA) and when this is received, will meet with PAGNE in the constituency. However SDNPA have not been contacted and Mr Hare advised that he will make contact with them.

Cllr Esdaile, acknowledged that the 2<sup>nd</sup> runway was not for debate that evening, but stated that the problems of the already overstretched infrastructure in West Sussex would only be exacerbated by a 2<sup>nd</sup> runway at Gatwick Airport.

After discussion, the Chairman proposed, with all in favour, that Pulborough Parish Council support the efforts of both CAGNE and PAGNE and the complaints of local residents about the effects of the changing in flight paths.

The Clerk was instructed to convey this support to both Gatwick Airport and the CAA. The Clerk was also instructed to express the dissatisfaction of the Council with the "consultation" that was carried out in 2012 and highlight that the information provided by

Gatwick Airport at that time could in no way have alerted the Council to the impact on residents and their lives as a result of the changes to the flight paths.

The Clerk was also instructed to write to the SDNPA to advise them of the discussions.

**RESOLVED : Gatwick Airport and CAA be written to highlighting the inadequate and futile consultation exercise in 2012 and expressing support for local residents whose quality of life is adversely affected by the change in the flight paths. To also write to both CAGNE and PAGNE to support the objections to the changes in the Gatwick flight paths.**

Finally, the Clerk reported that she had now been advised that the meeting with Gatwick Airport had been arranged for 11<sup>th</sup> February at 7.30pm in Southwater. The Chairman advised that he would attend and Cllrs Clarke and Kipp stated that they would check their diaries.

#### **118. DISTRICT AND COUNTY**

Cllr Arculus reported, following the flight paths discussion, that the Leader of WSCC had met with the CAA but had been surprised by the lack of contact with the Council by both the CAA and Gatwick Airport.

It was noted that WSCC had recently held two votes about the 2<sup>nd</sup> runway at Gatwick issue. The first dealt with infrastructure and resulted in a response to the Davis Commission that the investigation and consultation on this issue needs to be done more thoroughly as whilst any development at Gatwick could fund additional investment in future infrastructure improvements in West Sussex it could not retrospectively deal with the infrastructure “deficit” that currently exists as a result of the creeping expansion of the airport over the last 20 years. The message to central Government, who alone make the decision, is that the existing infrastructure problems must be dealt with before any further development. The second vote resulted in a vote of objection against the 2<sup>nd</sup> runway at Gatwick.

Cllr Arculus when on to reiterate the importance of the work under the Think Family umbrella.

Cllr Arculus then turned to the issue of future funding. It was noted that a 0% increase in Council Tax was currently proposed but had not yet been confirmed. It is anticipated that the County Council will have to make another £124 million of savings over the next 4 to 5 years and it was a clear possibility that by that time, there will be zero grant from Central Government and all finances of the Council will have to be raised through the Council Tax and Business Rates. The latter highlighted the need to attract higher end and skilled worker businesses to the region.

Cllr Donnelly also referred to the flight path discussion and it was noted that HDC had also objected to a 2<sup>nd</sup> runway at Gatwick.

Park North is to be sold and officers moved into County Hall in Horsham.

Finally, Cllr Donnelly reported on the Inspector’s initial findings on the Horsham District Planning Framework (HDPF) which was copied to Members under correspondence.

#### **119. S106 FUNDING**

Members received the current summary and noted that there were no changes to the previous month.

#### **120. PARISH PRECEPT AND RESULTING BUDGET FOR 2015/16**

Members received details of the impact on the per household charges as a result of 0%, 1% and 2% increases to the per household charge.

Members also noted the draft budget as recommended by the Finance & Policy Committee (see minutes of the meeting 23rd October 2014 minute no 58) and received a copy.

Cllr Clarke gave a summary of the discussions at the Finance & Policy Committee and proposed a 1% increase in the “per household” charge which would result in a precept of £175018.40 which combined with the grant from HDC of £7279 gave total income for the year 2015/16 of £182,297.40. This would enable additional funding of £3000, in addition to the £2000 already included in the Pocket Park budget, where it has been identified that there will need to be substantial investment. It was also noted that the storage sheds to the rear of the pavilion including the tractor shed are in a dire state and need to be replaced and funding is required for this. Finally, anything remaining from the increase should be added to the budget for the Youth Club where investment will be needed in the next 5 years.

After discussion, the proposal was seconded with all in favour.

**RESOLVED: The Precept be set at £175,018.40 for the financial year ending 31<sup>st</sup> March 2016, resulting in an increase of 1% in the “per household” charge.**

#### **121. FACEBOOK**

Cllr Clarke reported that he had spoken with the Assistant Clerk, who is au fait with Facebook, regarding the setting up of a Facebook page for the Parish Council. This has been prepared but not yet publicised subject to Council approval.

The Clerk advised that the main role of the page would be for the dissemination of information, in a similar way to the website.

The Assistant Clerk will act as Administrator for the page and will make posts to which members of the public will be able to make comment. Members of the public will be unable to post anything on the page but there will be links for contact to be made via the parish office email address. This will manage the need for a great deal of moderation of the site which can be quite time consuming.

The Clerk advised that filters have been applied to restrict bad language and of course, the Administrator will be able to remove any comments. Finally, the Clerk confirmed that ultimately, at any time in the future, should the Council decide that it no longer wished to continue a presence on Facebook, then the page could be removed.

It was therefore proposed, with all in favour, that the Facebook page go live and publicised.

**RESOLVED: Pulborough Parish Council Facebook page be publicised.**

#### **122. NEIGHBOURHOOD PLANNING**

The Clerk reported that she had attended the recent meeting of the Steering Group. Unfortunately, as Cllr Quested had been unwell and therefore unable to attend, there were no Parish Councillors in attendance. The Chairman reminded Members that the Neighbourhood Plan is led by the Parish Council and it is therefore vital that the Parish Council is clearly involved with the Steering Group. Cllr Kipp advised that she would be able to attend at the current time and Cllr Tilbrook stated that he would also be attending in future.

The Clerk reported that the Steering Group felt that the Planning Policy Workshop had been well attended and noted that no new issues, not already identified through previous consultations or the recent household survey, had come to light.

The planning consultants, rCOH are now preparing draft policies which will come before the Steering Group and then ultimately the Parish Council for approval.

The Steering Group had arranged a further meeting on Monday 2<sup>nd</sup> February, the agenda for which will be issued the week before. The issue of potential sites for development during the plan period will now be the focus for the Steering Group over the coming months, into the Spring

**123. RISK REGISTER**

Members received the up to date Risk Register as recommended by the Committees and agreed, with all in favour to ratify the register for the current municipal year.

**RESOLVED: To ratify the recommendations of the Committees for the Risk Register**

**124. REPRESENTATIVES**

Cllr Ellis advised that he had attended the LAT meeting, minutes of which were included in correspondence. It was noted that CI Howard Hodges had been unable to attend due to personal reasons.

**125. CORRESPONDENCE**

The Correspondence is attached as Appendix 2.

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

Neighbourhood Wardens (Full Council)  
Highways (Full Council)

**127. PAYMENTS**

Members approved the following payments and the cheques were signed.

<b>Payee</b>	<b>£</b>
EDF Energy	195.50
S R Brierley	4194.00
PCC Of St Mary's, Pulborough (replacement cheque)	1000.00

***The meeting closed at 9.18pm***

.....Chairman

.....Date



## Vision

The Think Family Partnership is working with communities to strengthen local neighbourhoods, to enable them to help themselves to ensure they are safe and able to support family needs.

***'Keeping children and families happy, healthy and safe, at home and within their communities.'***

## Background and Context

There are 38 Think Family Neighbourhoods (TFN) in West Sussex, 8 of which are in Horsham District. Neighbourhoods were originally identified taking into account the level of:

- Child poverty
- Crime and anti-social behaviour
- Unemployment
- Families experiencing difficulties (such as school truancy, debt, long term health conditions, risk of homelessness and domestic violence)
- Anticipated demand for Think Family casework programme. More information on the Think Family casework programme can be found [here](#).

Think Family Neighbourhoods should aim to fully utilise the skills, services, knowledge, facilities and resources we have in a more effective way, engaging with community members, the voluntary sector our local partners, parents and wider families. The Think Family Neighbourhood Programme should also:

- Always be sensitive to the needs of communities;
- Reflect locally established action plans and identified priorities;
- Seek to connect communities;
- Encourage creativity;
- Challenge ourselves to 'do it better';
- Make a real difference to families and neighbourhoods;
- Be specific and effective;
- Share resources; and
- Be realistic

## Outcomes sought

- Residents feel safer where they live;
- Residents feel a greater sense of community-ownership, resilience and neighbourhood pride;
- Reduction in anti-social behaviour and youth crime;
- Increase in school attendance (and reduction in exclusions);
- Increase in families in work;
- Reduction in families in debt;
- Evidenced improvements in happiness and satisfaction;
- Views of residents are respected and considered; and
- Communities feel empowered.
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### THINK FAMILY KEY WORK



Email: [think.familyqueries@westsussex.gov.uk](mailto:think.familyqueries@westsussex.gov.uk)



Phone: 01243 642142

### THINK FAMILY NEIGHBOURHOODS



Email: [rachel.skidmore@horsham.gov.uk](mailto:rachel.skidmore@horsham.gov.uk)



Phone: 01403 215638



**CORRESPONDENCE**

**All correspondence is available to view at the Parish Office (or can be forwarded via email) unless attached and marked Copied to Council.**

**HDC**

- i) Press release : Horsham District Planning Framework. Copied to Council
- ii) HDPF Initial Findings. Copied to Council.
- iii) Horsham District Economic Profile <http://horsham.gov.uk/businesspages/Business-Development/business-directory>

**Resident Letters (all Copied to Council)**

- i) 2 no emails complimenting Christmas lights in Lower Street.
- ii) Copy of request to WSCC for reduction in speed limit at Codmore Hill. *Members instructed the Clerk to reply to the writer and advise that this stretch of road continues to be a priority for Pulborough Parish Council and that the County Council have been lobbied since 2010 for improvement and efforts will continue.*

**WSALC**

- i) Three Counties Training Programme. Copied to Council. *The Chairman urged all Councillors, specially new Councillors, to try and attend any of these training events as they are a valuable resource.*
- ii) November/December 2015 newsletter. Copied to Council.

**LAT**

Minutes of meetings held 3<sup>rd</sup> December 2014 and 7<sup>th</sup> January 2015. .

**Village Market**

Report from Cllr Ellis from 20<sup>th</sup> December 2014. Copied to Council.

**Publications**

- i) The Clerk magazine – January 2015
- ii) Pulborough Community News (St Mary's Church) December 2014 and January 2015
- iii) Local Council Review (Winter 2014)
- iv) Clerks & Councils Direct (January 2015 issue)
- v) Wey & Arun Canal News (December 2014)

**Pulborough Community Partnership.**

Copy of Minutes of meeting 16<sup>th</sup> December 2014. Copied to Council.

**Sussex Police**

- i) Horsham District Monthly Update (November and December 2014). Copied to Council.
- ii) Update Operation Edmond (Drilling at Broadford Bridge). Copied to Council

**West Sussex County Council (WSCC)**

- i) Copy correspondence to Cllr Pat Arculus from the Watersfield, Bury Gate & Pulborough District Road Safety Action Campaign Group. Copied to Council.
- ii) West Sussex Better Connected update.
- iii) WSCC Leadership Structure
- iv) Report from Leader, Louise Goldsmith "Future West Sussex – What a Year",

**HALC**

Minutes of annual meeting of HDC and HALC (available at [www.billingshurst.gov.uk](http://www.billingshurst.gov.uk))

Journal of Local Planning – Issue 17 Winter 2014. Copied to Council (*please note that these will now be in the form of bulletins rather than quarterly publications and a refund for the remainder of the current year's subscription has been received*).

### **Chichester District Council**

Consultation on the proposed modifications of the Chichester Local Plan: Key Policies Pre-submission 2014-2029.

### **Action in Rural Sussex**

Notification of the possible withdrawal of funding for AirS and ACRE and request for support. Copied to Council.

### **HDC**

Press release : Timetable set for changes to Council strategy for homes and jobs. Copied to Council

### **Resident Letters (all Copied to Council)**

- i) Email regarding Crouchland Biogas Planning Application. Copied to Council *Members were advised that they could respond to this as in individual but that no response would be made by the Council as a body.*
- ii) Email regarding poor state of footpath through Pocket Park. Copied to Council.
- iii) Email regarding increase of traffic into Gatwick. Copied to Council

### **Pulborough Youth Club**

Notification of Annual General Meeting on Tuesday 27th January 2015.

### **National Association of Local Councils.**

Copy of response by NALC to DCLG regarding consultation on the Local Government Settlement 2015/16.

### **West Sussex County Council (WSCC)**

Invitation from Safer West Sussex Partnership Rural Crime Workshop events on 9th & 16th February. Copied to Council *Members were reminded that anyone wishing to attend this must let the Parish Office know 30<sup>th</sup> January.*

### **HALC**

Extraordinary Meeting of HALC 3rd February 2015. Copied to Council.