



PULBOROUGH PARISH COUNCIL

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PULBOROUGH PARISH COUNCIL

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MINUTES OF AN MEETING OF PULBOROUGH PARISH COUNCIL 19TH OCTOBER 2017 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Qusted (Chairman), Bignell, Court, C Esdaile, J Esdaile, Hancock, Hare, Henly, Kay, Kipp, Lawson, and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)
District Cllr B Donnelly
Ms R Tyler (Sussex Community Rail Partnership) *part of meeting*
3 members of the public

The meeting opened at 7.30pm

89. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Clarke, Tilbrook and Reddin. The Chairman formally welcomed Cllr Antony Bignell and the Clerk confirmed that he had duly signed the Declaration of Acceptance of Office following his co-option to the Council in September.

90. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest made. Cllr Hancock advised that he had changed employment and would contact the Clerk to update the Register of Interests. There were no other changes to registers of interests made.

91. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 21st September 2017 and as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Min. 72 WSCC Highways S106 Funds: County Cllr Arculus had spoken to the Clerk and was seeking up to date S106 reports, which if received in time would be forwarded to the Finance & Policy Committee. Cllr Arculus was seeking a meeting with the Chairman and Vice Chairman to discuss potential projects for funding.

Min. 76 Repair of damaged boundary fence between Sports Pavilion and Bowls Club: The Clerk had not yet written to the club for their view on the fence.

Min. 82 West Sussex ALC AGM/Autumn Conference: Cllr Henly had been unable to attend so Cllr Kay had attended with the Clerk, in addition to Cllr Qusted attending the AGM part of the meeting.

92. COMMITTEE MEETING MINUTES

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

69.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 21st September and 5th October 2017. There was no Clerk's report. The Clerk advised that the unconfirmed minutes of 5th October 2017 copied to Councillors had subsequently been amended and a new unconfirmed version published, the changes being: Min. 62 now reflected that the Vice Chairman had chaired the meeting in the absence of the Committee Chairman, and Min. 68 reflected that the decision was a recommendation to Council as the purchase exceeded the Committee budget limit. It was **RESOLVED** to approve the recommendation from the Committee to purchase and install Christmas Trees along Lower Street at a cost of £3,200.

69.2 Recreation & Open Spaces Committee

Members received the Minutes of the Advisory and Committee Meetings held on 14th September 2017. There was no Clerk's report.

69.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 28th September 2017. There was no Clerk's report. It was **RESOLVED** to approve the Committee recommendation for the increase of one incremental point on the Clerk's salary scale backdated to 1st October 2017.

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

The meeting was not adjourned as there were no public present and apologies had been received from the Neighbourhood Wardens due to shift patterns. A written report from the Wardens was noted (circulated). The Neighbourhood Wardens had asked whether the Council had any specific priorities the Council thought they could assist with. None were raised and Members would bring up as and when they may occur.

94. PULBOROUGH RAILWAY STATION PRESERVATION (referred from P&S 7.9.17, Min. 50)

Rowena Tyler, Arun Valley Line Officer of Sussex Community Rail Partnership, was welcomed and addressed members about potential Council involvement in helping to preserve the Station. She had recently met with Cllrs J and C Esdaile and was aware of the Council's concerns about the condition and maintenance of the station building as an important part of Pulborough's heritage and being a welcoming destination for residents and visitors. She explained her role with Sussex Community Rail Partnerships, the funding sources for the station and the problematic situation with ensuring staffing continuity. A combination of things can lead to a station seeming to be 'unloved', however although the Council had discussed listing of the building, this may not be the best solution. A number of positive projects were currently in place or being discussed, eg Dorset House School is already providing artwork, the PCP/RSPB wildlife/heritage trail is progressing, there was strong interest from the District Council to get involved with creating an internet hub. Ms Tyler proposed that the various groups could together form a 'Friends of Pulborough Station' to ensure a co-ordinated, partnership approach to station improvements with the station authorities, and which would have more leverage. Groups and individuals could additionally become Station Partners, who could each apply for pots of funding for station projects. She asked the Council to consider becoming a Station Partner and agreeing to become a member of a Friends of Pulborough Station Group, which she would facilitate. The meeting was adjourned briefly to allow Rob Aylott of Pulborough Community Partnership to speak about his experiences as a Station Partner and station related projects he was involved with.

Following discussion it was **RESOLVED** that the Council would become a member of the Friends of Pulborough Station group when formed, and that Cllr J Esdaile would be the Council's appointed representative to the group, which when they met would consider becoming individual Station Partners. Ms Tyler was thanked for her input and left the meeting.

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

County Cllr Arculus had sent her apologies due to ill health.

District Cllr Donnelly updated Members on various HDC matters including: c£7m improvements to be spent on Piries Place car park; Endeavours to resolve land available for gypsy/traveller sites; The Harwoods planning application (Brinsbury College) had been approved, of note was that Harwoods provides 180 local jobs; HDC is considering its medium term financial strategy, particularly in light of central Government grants ending; Following the resignation of Tom Crowley, a new Chief Executive was being recruited.

96. SPORTS PAVILION REBUILD PROJECT

The Clerk reported that MacConvilles Surveying had responded following the Council's appointment of them as the preferred partner. The other three unsuccessful companies had also all written wishing the project success. Members considered the draft terms of reference (previously circulated) for appointing either a Sub-Committee or Working Group. It was **RESOLVED** to appoint the Sports Pavilion Development Working Group. Proposals were received to appoint Cllrs Quested, Esdaile, Clarke and Hare as members of the Working Group. Following considerable discussion, it was felt that the group should remain a core of four councillors as a minimum and it was emphasized that all matters would be brought to Council for decision, with no delegated authority. It was **RESOLVED** to appoint Cllrs Quested, Clarke, Esdaile and Hare as members to the Sports Development Working Group, with the Clerk in attendance, and the draft Terms of Reference were adopted (attached as Appendix 1). The Clerk would arrange the first meeting as soon as possible.

Cllr Donnelly advised that he had spoken with HDC Cabinet that evening about any potential HDC financial support available, since Pulborough had never received a grant towards sports halls, whilst other areas had, and he would liaise further with the Parish Council.

97. RURAL CAR PARK CHARGING SCHEME: TO REVIEW IMPACT OF SCHEME ON ON-STREET CAR PARKING (referred from P&S 4.5.17, Min. 224)

Members considered the Clerk's report and summary paper detailing numerous comments received following the implementation of the District Council's rural car parks scheme on 1st April 2017. It was noted that HALC is due to discuss the matter at its annual meeting with the District Council on 13th November 2017. The vast majority of comments received complained of significant detrimental impact on Lower Street business/traders and also on residents of surrounding residential roads, mainly it seemed due to inconsiderate or illegal on-street parking. Members expressed concern and frustration over the effect the new scheme seemed to have had on residents and the Lower Street local economy. Whilst it was recognised that the District Council had responded quickly to early complaints over payment options and was investigating enforcement issues with the County Council, Members felt very strongly that an early review was needed and that a dispensation period should be introduced to avoid further impact on the village.

Following discussion, it was **RESOLVED** to write to the District Council enclosing the evidential summary to request that the District Council undertake an urgent scheme impact review, and additionally request that Pulborough be considered a special case and a minimum of one hour free parking be incorporated.

98. NEIGHBOURHOOD WARDEN SCHEME: TO CONSIDER PUBLIC COMMENTS RECEIVED BY 30TH SEPTEMBER 2017 DEADLINE TO COUNCIL'S STATEMENT OF INTENT TO CONTINUE THE SCHEME BEYOND TWO YEAR PILOT, AND PRECEPT IMPLICATIONS (Min. 49 FC 2.7.17 refers)

The Clerk reported that only four responses had been received following the Chairman's report in the Pulborough Community Bulletin, three of which were supportive of Neighbourhood Wardens and one speaking against continuance of the scheme. Members felt that in the absence of clear opposition and with numerous other sources of positive feedback in addition to the three written comments, there was overwhelming public support and a mandate for the Council to proceed. It was therefore **RESOLVED** that the Council would continue to fund the two Neighbourhood Wardens beyond the two year pilot scheme and budget accordingly for 2018/19 onwards.

Cllr Donnelly advised that the District Council was interested in providing seed funding for new neighbourhood warden schemes: He intended to ensure that Pulborough also received funding, as a forerunner in introducing the scheme.

99. SALC MEETING WITH SUSSEX POLICE CHIEF CONSTABLE

Members considered submitting any strategic or unresolved topics to the biannual meeting with Chief Constable Giles York by the 27th October 2017 deadline. No matters were put forward.

100. COMMITTEE APPOINTMENTS

Due to committee vacancies following recent Council resignations, new Members had considered which committees they would like to sit on. Following consideration and proposals, it was **RESOLVED** to appoint Cllr Hancock to the Planning & Services Committee and to the Finance & Policy Committee. It was **RESOLVED** to appoint Cllr Bignell to the Recreation & Open Spaces Committee.

101. MEMBER / OFFICER TRAINING

SALC Planning Updates training for clerks and Councillors on various dates was noted at a cost of £55 + VAT per delegate and the Clerk asked if any Members wished to attend. Cllrs Wallace and Hancock both expressed interest in the 21st November Billingshurst event. It was **RESOLVED** to approve attendance by any Members wishing to, and all should confirm to the Clerk as soon as possible. [NB: Cllrs Wallace and Hancock both subsequently found they were unable to attend and therefore no places were registered]

102. STAFFING: TO CONSIDER APPROVAL FOR GROUNDSMAN CURRENT TEMPORARY FULL TIME POST TO BECOME PERMANENT FROM 1ST NOVEMBER 2017, OR TO REVERT TO PREVIOUS PERMANENT PART TIME POST

The Clerk gave a brief verbal update report following the Council's further extension of the position to full time hours. This could not be extended further on a temporary basis and a decision therefore needed to be taken as to whether the Council wished to make the position full time on a permanent basis. Following the Clerk's report, it was felt that there was sufficient work to justify the position being made 37 hours on a permanent basis. It was therefore **RESOLVED** that the Groundsman be advised that the position was to be permanently 37 hours from 1st November 2017.

103. NEIGHBOURHOOD PLAN - VERBAL UPDATE

The Chairman gave a brief update on the Neighbourhood Plan Steering Group recent site visits undertaken to inform completion of site evaluation templates. The visits had assisted the group's work and had also identified another potential area of land that may become available for development. The Steering Group was awaiting results of AECOM report on the Housing Needs Survey to establish the housing number for Pulborough.

104. GROWING A RURAL COMMUNITY FOR WEST SUSSEX

Members considered a request by the Rural Services Network (RSN) to complete a survey relating to their representation of rural communities. Following brief discussion, it was **AGREED** that the Clerk would complete the survey on behalf of the Council responding as discussed, having sought guidance on some questions. Cllr Hancock agreed to be the Member contact for Q13, Rural Parish Sounding Board, receiving quarterly online questionnaires.

105. TO AGREE COUNCILLOR ATTENDEES AT THE VILLAGE MARKET ON SATURDAY 28TH OCTOBER 2017

Following discussion the following rota was **AGREED**: Cllr Henly would assist for the duration of the morning; Cllr Quedsted would be there for most of the morning; Cllr Court from 11am onwards; Cllr Esdaile 11am-1pm.

106. TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OTHER ORGANISATIONS.

There were no reports made.

107. CORRESPONDENCE

The Correspondence list (previously circulated to Council) is attached as Appendix 2. The Clerk highlighted various items of note. Cllrs Kipp and Esdaile both confirmed they would be attending the HALC Annual Meeting with Horsham District Council.

108. PAYMENTS

Members approved the following payments / direct debits and the cheques were signed:-

| Payee | £ |
|--------------|--------|
| Arun Mowers | 126.83 |
| SSALC Ltd | 72.00 |
| Mrs H Knight | 26.60 |

The meeting closed at 9.20pm

.....Chairman

.....Date

Appendix 1**Sports Pavilion Development Working Group
Terms of Reference**

The Sports Pavilion Development Working Group (SPDWG) is a Working Group of full Council and will comprise of a minimum of four Parish Councillors. Meetings will be arranged as and when required and will be dependent on matters to be considered. An agenda for meetings and a record of the meeting will be prepared by the Clerk and distributed to Working Group members.

The Working Group will report directly to the full Council and will keep the Council apprised of developments. The Clerk may take instruction from the Working Group to progress the development of the Sports Pavilion.

RECOMMENDATIONS

The Working Group will present its findings and recommendations to the full Parish Council for ratification prior to any formal decision being made or response being submitted, unless the Council at a previous meeting has delegated authority to the Working Group to respond or act on its behalf.

Depending on the response time required, recommendations will be put forward to the next full Council meeting or alternatively if a quicker response is required then this will be shared by email for comment and the final response approved by the Chairman and Vice Chairman of the Council.

MAIN FUNCTION

- To consider the design and development of the Sports Pavilion
- To ensure that the development meets the Council's objectives, integrates with other community buildings and facilities in the parish, satisfies demand, sustainability and affordability
- To co-ordinate, in liaison with the appointed Construction Project Manager and Clerk, the delivery of building work, including recommendations for appointment of architects and contractors
- In liaison with the Construction Project Manager, to meet with local authorities and service providers as required. Site meetings may be arranged by the Clerk as required
- To seek high standards and work with statutory authorities and community in relation to the development. To make recommendations for additional funding, if required
- To consider and respond to consultations relating to planning (referral for final approval by full Council as deemed appropriate)

EXPENDITURE

- To put forward a budget proposal for related expenditure
- As per the Council's Financial Regulations, the Clerk, in conjunction with the Chairman of Council, may spend up to £500. Any expenditure over this amount must be approved by the full Council

Approved by Council 19.10.17

CORRESPONDENCE**Appendix 2****WSSC**

County News, Horsham district, September 2017, including poster detailing Health and Wellbeing Market Place Event drop-in, Wednesday 18th October 1030am-1pm, Parkside (County Hall North), Chartway, Horsham (*forwarded to Councillors*)

HDC

- Year of Culture 2019, review of launch event, video of theme 'Culture Is' and links for how to get involved (*forwarded to Councillors and various community groups*)
- Email from Tom Crowley, HDC CEO, advising of his forthcoming departure (*forwarded to Councillors*)

Sussex Police

PCC Newsletter 6th October 2017 and press release about expanding warden scheme to tackle business crimes 'Business and Community Wardens'

SALC

NALC Chief Executive's Bulletin 33 and 35, 22 September and 6th October 2017, highlighting updating on GDPR, Neighbourhood Planning and Council Capping (*both forwarded to Councillors*)

HALC

Minutes of meeting 18th September and details of Health & Wellbeing Market Place Event (*previously forwarded to PPC reps*) (***copied to Council***)

CAGNE

Bulletin 73 September 2017, CAGNE Noise Survey

Discover Gatwick

DD Community - Invitation to discover Gatwick 21st November 2017 - further details available from Clerk, registration must be by 30th October

Nutbourne Residents' Association

Agenda for meeting 24th October 2017

Village Market

Notes from L Ellis from the Village Market held on 23rd September 2017

PCP

Email from David Hurst, following on from letter reported at September Council meeting, urging members to respond to Highways England A27 Arundl Bypass consultation by the 16th October deadline, preferably in support of option 5a (*forwarded to Councillors with Clerk's covering email*)

Public/Residents

- Emails from/to resident regarding Railway Station preservation item at P&S Committee after reading Minutes extract in Sussex Local publication, mainly relating to poor car parking facilities for commuters

- Email from/to member of public regarding untidy condition of Pulborough - some comments forwarded to HDC regarding car park overgrown vegetation etc