



PULBOROUGH PARISH COUNCIL

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MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON THURSDAY 17TH FEBRUARY 2022 AT THE VILLAGE HALL

PRESENT: Cllrs: Hare (Chairman), Clarke, Court, Davies, Ellis-Brown, Esdaile, Henly, Hunt, Kipp, Lawson and Trembling.

IN ATTENDANCE: Mrs H Knight (Clerk),
C.Cllr Kenyon (*part of meeting*)

The meeting opened at 7.30pm.

The Chairman welcomed new Member Cllr Owen Davies, who had duly signed his Declaration of Acceptance of Office following co-option at the last meeting.

122. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reason approved, from Cllr. Kay.

123. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest made and no changes to the Register of Interests.

124. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 20th January 2022 as a true and accurate record of the proceedings and the Chairman duly signed them. There was no clerk's report.

125. COMMITTEE MEETING MINUTES

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

103.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 25th November 2021, 6th January 2022 and 3rd February 2022. There was no clerk's report.

103.2 Recreation & Open Spaces Committee

Members received the Minutes of the Meeting held on 13th January 2022. There was no clerk's report.

103.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 27th January 2022. There was no clerk's report.

The Minutes included the committee recommendation to adopt the updated Risk Register, and together with the meeting minutes, this was **RESOLVED**.

126. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers registered.

127. DISTRICT AND COUNTY REPORTS

D.Cllr Van Der Klugt had sent her apologies due to a prior commitment. D.Cllr Clarke advised that D.Cllr Donnelly was also unable to attend.

D.Cllr Clarke reported on various district matters including the following: The budget had now been set, with a precept increase of 2.9%; Water neutrality continued to be an issue delaying planning matters, still with no clear guidance; TPOs had been placed on trees at Greendene, which may affect the current planning application for that site; HDC had passed a motion supporting the A27 Arundel Bypass; D.Cllr Clarke advised that he would be working on the S106 matters associated with the planning application for the New Place Farm site.

128. DC/21/2129 BROOKFIELDS FOOTPATHS PLANNING APPLICATION

Cllr Clarke reported on this item, being directly involved at district level. The original scheme included a coherent plan to have a footway connecting Stane Street to the railway footbridge that would be suitable for wheelchair users, pushchairs etc. Instead, a set of steps had been installed by Cala Homes. A system of footpaths along Sinclair Drive was also meant to have been provided, which had not been done. Rather than hold up the whole scheme whilst resolution of the stepped footpath issue was being investigated, HDC proposed de-coupling the planning application into two parts. The Parish Council was being asked to withdraw its committee call-in in its objection to DC/21/2129, which had been due to the issue of the stepped footpath, which would then enable the other footpath matters to be progressed as soon as possible. A third, separate issue was that due to some miscommunications and private land ownership matters, there was now a footpath leading to a fence panel. D.Cllr Clarke was working to resolve this at HDC and WSCC level.

Members had received copies of emails from HDC Major Applications Team Leader setting out the HDC proposal and confirming that the stepped footpath matter would still constitute a breach of planning control, with the clear expectation that a separate application be submitted solely for this footpath, including further information on the preferred step-free alternative. As the development was now largely completed and occupied HDC would like the outstanding footways and dropped kerbs in Sinclair Drive to be installed whilst debate continues regarding the stepped footpath.

It was **RESOLVED** that :-

- The call in to committee is withdrawn subject to the step free alternative element of the application still remaining a condition of planning and to form a separate application to resolve the stepped footpath (part b);
- and that the installation of other outstanding items relating to the missing footpaths and dropped kerbs along Sinclair Drive could now proceed (part a).

129. CHANGE TO ORDER OF BUSINESS

C.Cllr Kenyon had arrived during the previous item. With Council approval the Chairman proposed that Cllr Kenyon report on county matters at this point in the meeting – **RESOLVED**.

C.Cllr Kenyon reported on various county matters: She is following up on several points arising from the A29 Stakeholder Group meeting on 24.01.22 and is also liaising with Coldwaltham PC too on the issue of HGVs on the A29. She is supportive of a multi-parish approach on this; Up to £3m has been allocated to provide support for households experiencing financial pressure, separately from the Government's grants for council tax, details available on WSCC website; The budget setting meeting for the following day had been cancelled due to the severe weather warning, and moved to the following week; The Communities and Highways Scrutiny Committee would meet on 24.02.22, focussing particularly on the A27; WSCC Trading Standards is offering to install call-blocking equipment to residents experiencing nuisance calls, details on WSCC website; She will be chairing the Community Local Forum on 17.03.22 if the Parish Council or councillors wished to submit any questions.

130. A29 STAKEHOLDER GROUP MEETING

Members had received the Notes from the meeting held on 24.01.22. Cllr Clarke reported, as chair of this working group. He advised that it is in essence an update of the previous PPC Transport Plan. One outcome of the recent meeting is that it is worth re-examining the Pigeon Gate Bridge footbridge design; He had forwarded a copy of the original engineering study to WSCC and the HDC engineer, as well as a copy for PPC records, for a calculation of the cost. The working group will reconvene once more data is available, some of which is being worked on by C.Cllr Kenyon. Once data is available, an assessment could be made as to whether the Pigeon Gate Bridge is feasible; If not, an alternative idea is to look at a bridge linking to the New Place Farm site. Costings of either option need to be established to feed into S106 funding available for this.

As a separate but linked point, Cllrs Clarke and Kipp had attended a site meeting on 11.02.22 with Andrew Griffith MP arranged by Coldwaltham PC to review traffic issues on the A29 at Coldwaltham. The MP was supportive and suggested a collective approach be taken. Coldwaltham PC had shared a report of the meeting and Cllr Kipp was in discussion with both Coldwaltham and Fittleworth parish councils. C.Cllr Kenyon had been unable to attend the meeting but was also involved in parish/WSCC discussions.

131. COMMITTEE APPOINTMENTS

Following their requests, it was **RESOLVED** to appoint Cllr Ellis-Brown to the Recreation & Open Spaces Committee and Cllr Davies to the Planning & Services Committee.

132. SPORTS PAVILION REBUILD / REFURBISHMENT PROJECT

There was nothing further to report as the water neutrality issuing is holding matters back. Comment was again made that the architect needs to assess the number of water outlets and usage of the new premises and calculate the difference from the current facilities. Cllr Davies advised there are standard forms that can be used. It was **AGREED** that the Clerk would contact him for details and follow up with the architect to move matters forward.

133. NEIGHBOURHOOD WARDENS

It was noted that unfortunately one of the two new wardens being appointed had subsequently had to withdraw from the process. HDC had urgently reviewed other applications received and were following up on a potentially suitable candidate.

The Clerk confirmed that Ross Phillips had commenced employment that week and was undergoing HDC training as planned. He would be visiting the PPC office the following week in between training sessions, and the Village Market on 26th February.

134. CODE OF CONDUCT - AMENDED

It was **RESOLVED** to adopt the Code of Conduct, as amended and recommended by both HDC and the Council's Finance & Policy Committee.

135. PULBOROUGH NEIGHBOURHOOD PLAN – PROGRESS UPDATE

There was no further update, as per the previously discussed situation with water neutrality. Further progress is dependent upon HDC discussions and work to move to referendum. The Steering Group and Clerk are in regular contact with HDC neighbourhood plan officers to try to expedite matters as quickly as possible.

136. AGE UK PARTNERSHIP MEETING

Members noted the invitation to appoint a representative to attend the Age UK West Sussex, Brighton & Hove partnership meeting on Friday 18th March 2022. It was **AGREED** that Cllr Hunt would attend, with a preference for the morning session.

137. ANNUAL PARISH MEETING

The Clerk asked whether members wished to invite a representative of Sussex Police to attend, as in 2020 (pre-Covid) they had offered to do so. Although this was felt a good idea, the suggestion was made of instead having the formal council meeting with various

local voluntary organisations setting up tables around the room for people to browse and find out more about what was available in Pulborough. The Clerk advised that this would be dependent on the large hall as with social distancing still likely to be desirable, the Rother Hall would not meet capacity. Following some discussion, it was **AGREED** that a small working party be established, membership comprising Cllrs Hunt, Esdaile and Ellis-Brown in liaison with the Clerk, and the Chairman offered to attend if needed or as reserve. As a first point, it was noted that the Clerk would check the availability of the Arun Hall on 12th May or an alternative day of that week.

138. REPRESENTATIVES ON OUTSIDE BODIES

Brief reports were provided by those Cllrs representing the Council on outside bodies or meetings:-

- Cllr Hunt reported on the PCP/Rewilding Pulborough project: The trees for Lower Street would be in place on 28.02.22. The project needed donations of pottery shards, and also volunteer teams of 2-3 people per planter.
- Cllr Esdaile reported on her involvement with the Pulborough Rewilding/Ancient Trees project, and a meeting with area tree wardens to co-ordinate common messages.

139. CORRESPONDENCE

The Correspondence was noted (previously circulated to Council) and is attached as Appendix 1.

140. CHAIRMAN'S ANOUNCEMENTS AND URGENT MATTERS

The Chairman advised that Pulborough PCSO Jake O'Donovan was close to finalising some Pulborough sites for a Community Speedwatch group and was now seeking volunteers. The Clerk confirmed that an appeal would be made through council and other local media for anyone interested to contact her to be put in touch with the PCSO.

141. PAYMENTS

Members had received the list of Payments for Authorisation. It was **RESOLVED** to approve these, detailed below, and that the payments list and invoices be duly signed.

Payee	£
Pulborough Social Centre	£41.22
Ricoh UK Ltd	£294.00
Business Stream	£7.12
Business Stream	£371.53
Arbtec Tree Care	£1,295.00
Fire Risk UK	£132.00
Kent County Council	£242.45
Kent County Council	£239.87
National Westminster Bank	£3.50
Daisy Communication	£24.59

The meeting closed at 8.25pm.

.....Chairman

.....Date

CORRESPONDENCE**Appendix 1****WSCC**

Email 21.01.22 News release – Our budget 2022/23 (*forwarded to Cllrs*)

HDC

- E-news 21.01.22: Cabinet set to approve budget; Shop improvement grants for business owners and landlords; Four new affordable housing units completed; What's on at Horsham Museum (*forwarded to Cllrs*).
- Email 27.01.22: Energy advice/information for parishes – Fuel poverty guidance; WWS Green Homes leaflet and mailer (*forwarded to Cllrs and on PPC website*).
- Email 31.01.22: Business Development – Economic Development Yearly Report 2021-22.

NALC

- Email news: Chief Executive's Bulletins of 14.01.22, 21.01.22 and 28.01.22 topics include PM's Plan B announcement; Remote meetings; Civility & Respect Project; Platinum Jubilee Celebrations.
- Email 20.01.22 New Year Open Letter from new NALC Chairman Keith Stevens to all Councillors (*Copied to Cllrs*)

WSALC

- Email 17.01.22 copy of email from WSALC CEO to Kemi Badenoch MP, Minister of State at Dept for Levelling Up, Housing and Communities, and all local MPs regarding the issue of remote meetings for town and parish councils (*forwarded to Cllrs*).
- Email 19.01.22 copy of presentation delivered at recent WSALC Chairs Forum by Dr Collin Hayes from the Campaign for the Protection of Rural Sussex (*forwarded to Cllrs*)
- Email 24.01.22 with link to the first Rural Crime Monthly Update for 2022 (*forwarded to Cllrs*)
- Email 09.02.22 attaching NALC summary of Government's Levelling up the UK White Paper (*forwarded to Cllrs*)

HALC

Agenda for online meeting of HALC on 16.03.22 at 7pm (*forwarded to PPC reps*)

Sussex Police

E-newsletters from The Office of the Sussex Police & Crime Commissioner dated 14.01.22, 21.01.22, 28.01.22 and 04.02.22. Topics include 76 new police officers welcomed to the force; Keeping our communities safe; Pride in local policing and approval of an 83p per month increase for Band D in 22/23 precept for policing portion of council tax; Out and about with Sussex Police.

In the Know Alerts

- Sussex Police - Email 01.02.22: Horsham news and appeals.
- Neighbourhood Watch – Email 07.02.22: February Our News newsletter (*forwarded to Cllrs*)

MP

Correspondence from and to Andrew Griffith MP and PPC Chairman advising that the Boundary Commission for England has opened booking slots for the public hearings in Crawley; PPC Chairman Ian Hare has booked to speak on 14th March.

PCP

Minutes of meeting held 19.01.22 (*copied to Cllrs*)

Sussex Green Living

- E-newsletter 11.01.22 New year, new green goals;
- Email 27.01.22 following up on online meeting on 19.01.22 of Horsham district environmental groups and councils ;
- Email 04.02.22 to PPC members enquiring about potential future use of the ex-police station premises for community space/Green Hub (*Clerk has responded*)

APCAG

E-newsletter 06.02.22: APCAG Gatwick Update (*forwarded to Cllrs*)

CAGNE

Bulletins 142 January 2022 and 143 February 2022.

UNCONFIRMED