

PULBOROUGH PARISH COUNCIL

The Annual Village Meeting was held at Pulborough Village Hall
on Thursday, 9th May 2019 at 7.00pm.

Present:-

Parish: Cllrs R Qusted (Chairman), P Clarke, R Court, C Esdaile, I Hare, E Henly, B Kay, E Kipp, A Lawson, A Tilbrook and J Wallace

District: Cllr B Donnelly & Cllr. D Van Der Klugt (NB Cllr Clarke is also a District Cllr)

Public: 29 members of the public

In Attendance: Lisa Underwood (Deputy Clerk)
Carol Boniface (Neighbourhood Warden) - left after their presentation.
Vanessa Green (Neighbourhood Warden) - left after their presentation.

Pulborough's Neighbourhood Wardens gave a short presentation before the meeting started, highlighting their activity during 2018/19. (A copy of the presentation is available at the Parish Office or at <https://www.pulboroughparishcouncil.gov.uk/neighbourhoodwardens.php>)

The Chairman of the Council, Cllr. Qusted, thanked the Neighbourhood Wardens for all their work and everyone agreed they are doing a great job.

1. **WELCOME AND INTRODUCTION BY CHAIRMAN**

The Chairman of Council, Cllr Qusted, welcomed everyone to the meeting. The Chairman and Members of the Council introduced themselves to residents and identified which committees they sat on and/or were chairman of.

2. **TO NOTE THE MINUTES OF THE ANNUAL VILLAGE MEETING HELD ON 10th MAY 2018**

Copies of the Minutes from the meeting held on 10th May 2018 were circulated for all. These were noted and approved as a true record and the Chairman of the Council signed them.

Referring to min. no 12 on the minutes on 10th May 2018, Cllr. Qusted gave an update on the following:

- The planning application near the railway station has now resolved all the issues with Network Rail and hopefully the development will start soon. A member of the public highlighted the pedestrian danger of parked cars along Stopham Rd and walking under the bridge. Cllr. Qusted advised that, as part of the planning application, bollards will be installed along Stopham Rd to prevent cars parking there and a traffic light system will be installed under the bridge.
- Re Swan Corner and the dilapidated appearance of the buildings – the developer had issues with access to complete the work, but this has now been resolved so hopefully work will be carried out to smarten up the area.

3. **TO RECEIVE THE ANNUAL REPORT OF THE COUNCIL, INCLUDING CHAIRMAN'S REPORT, COMMITTEE REPORTS AND FINANCIAL REPORT FOR YEAR ENDED 31ST MARCH 2019**

The Chairman referred all those present to the Annual Report which was circulated to all and is attached as Appendix 1, and gave a summary of the report. This included reports from the Chairman of each Committee plus the Income & Expenditure for the year ended 31st March 2019.

The Chairman of the Planning & Services Committee, Cllr. Tilbrook presented his report highlighting issues with less affordable housing in Pulborough and advised of the newly formed Pulborough Community Land Trust and the increased need for care for the elderly and associated services.

The Chairman of the Finance & Policy Committee, Cllr Clarke, presented his report, highlighting that the Parish Council has received income from grants and S106 funding in 2018/19. Cllr. Clarke advised that going forward precept increases would be required to fund the Neighbourhood Warden scheme as previously used reserves would not be available.

The Chairman of the Recreation & Open Spaces Committee, Cllr Henly, referred to her report in the Annual Report, thanking all volunteers for their help.

The Chairman of the Council thanked all Committee Chairmen and Officers for their work this past year and in particular, Cllr. Tilbrook for his work over the past few years as Cllr. Tilbrook will be stepping down as a Councillor this forthcoming year.

4. TO RECEIVE BRIEF OBSERVATIONS OF THE COUNTY AND DISTRICT COUNCILLORS FOR THE DIVISION OR WARD

District Cllr Donnelly introduced the new District Councillor Diane Van Der Klught and explained that the local boundary has increased bringing in Amberley.

D Cllr Donnelly advised that Horsham District Council (HDC) have set up an Affordable Housing Company, further information will follow.

D Cllr. Donnelly finished by thanking Cllr. Tilbrook for all his work with the district.

5. TO CONSIDER RESOLUTIONS OF WHICH WRITTEN NOTICE HAS BEEN GIVEN

None had been received.

6. PULBOROUGH FOOTPATH CHARTER – BRIEF PRESENTATION BY CLLR HARE

Cllr. Hare advised that the Parish Council launched a Footpath Charter in December 2018, the charter was recently updated to include bridleways and will be re-launched in the local press and will be presented to the Horsham Association of Local Councils in due course.

The Footpath Charter highlights the obligations on footpaths for both landowners and footpath users.

A member of the public advised that some stiles on footpaths are too high, especially for older residents. Cllr. Clarke advised that there is an initiative to get rid of the stiles and replace with gates.

7. NEIGHBOURHOD PLAN – BRIEF UPDATE REPORT

The Chairman updated residents with the current position as follows:

- The site assessment and green space study has been completed.
- The plan needs to be approved by the Parish Council, then will be sent to HDC for a 'Healthcheck', (6 weeks for completion) which includes a 'Strategic Environmental Assessment', which looks at the sites put forward in terms of access, traffic etc.
- After the Healthcheck, mid/end of June, the plan will go to the Regulation 14 stage, which is a 6 week public and statutory consultees consultation.
- The Parish Council commissioned a report from a company called Aecom one year ago, which, in summary stated the number of dwellings Pulborough would need to take between now and 2031 (possibly 2033) and, taking into account the dwellings already approved, this would result in 246 dwellings.

- After completing the 'Call for Sites' stage, 33 sites were put forward by landowners, of which the Steering Group visited and through the 'RAG' (red, amber, green) process and looking at the parish requests in the Neighbourhood Plan survey, 6 sites have been identified. These sites cannot be divulged until after the HDC 'Healthcheck'.
- After Regulation 14, HDC complete their own consultation, then the Plan goes to the Planning Inspector, so this is a long process.

A Councillor asked if the houses in the Neighbourhood Plan would be "fit for the 21st century" and does it take into account infrastructure and drainage issues. The Chairman advised that polices in the submission plan take these issues into account.

A member of the public asked what notice will be taken of public comments. The Chairman advised that all comments are listed and HDC will advise the Parish Council which comments can be ignored and which will result in a change to the Neighbourhood Plan.

A member of the public raised the concept stated in the previous proposed Neighbourhood Plan, i.e. houses for older residents downsizing and larger houses for families to move into. The Chairman advised that the sites chosen in the current Plan will expand on that concept, but the detail cannot be divulged at this time.

The Chairman advised that the current proposed Neighbourhood Plan is not able to include sites that cannot offer more than six dwellings and any small developments (under six dwellings) are classified as windfall sites, will be considered in accordance with HDC's planning process.

A member of the public wanted to know what happens with regard to larger applications (e.g. Harwoods garage site) whilst the Neighbourhood Plan is in process. The Chairman advised that HDC are well aware that Pulborough has an 'emerging Neighbourhood Plan' and will consider this when looking at applications.

A member of the public asked about the catholic church closing and would this site be considered. The Chairman advised that this site could not take more than six dwellings, so this site was ruled out.

8. PULBOROUGH SPORTS PAVILION – BRIEF UPDATE REPORT

The Chairman advised that the Parish Council's aspirations of a two storey building would have been too much money and so the designs have been reviewed, plans were displayed at the meeting for all to see. It is hoped that a structural survey will be carried out soon. Although some funding is in place, the Parish Council is in the process of liaising with relevant authorities regarding funding.

A member of the public asked about lottery funding, but the Chairman advised that having looked into this, lottery funding was unlikely to be forthcoming. Funding from Sports Councils is an option with regarding to funding the sports side of the development, but that funding could not be used for the social club element of the building.

9. ANY OTHER BUSINESS, INCLUDING PUBLIC QUESTIONS

The Chairman asked if there were any other questions from the floor.

A member of the public commented on various potholes in the area and numerous reports to West Sussex County Council (WSSCC). The Chairman advised that residents should persist with reports and commented that, unfortunately, the Parish Office has no more influence over the speed of any works than residents do.

A member of the public also reported that 'slow' signs are not being replaced if knocked down or worn.

The Chairman advised residents that they should attend the Chanctonbury Local Committee meetings which are attended by WSCC and such concerns can be put forward at these meetings.

A member of the public also mentioned a tree in Station Approach that was cracking a wall and looked dangerous. The Deputy Clerk advised that she has reported this several times to WSCC, but no replies have ever been received.

It was also suggested that issues raised should be copied to our local Member of Parliament.

A member of the public asked about plans for disabled access around the back of Pulborough station. D Cllr. Donnelly advised that the new development application will put this in, disabled access to the northern line was a condition in the planning application.

A member of the public asked about the reclassification of the A29 and the funding associated with this. The Chairman said he was keeping a close eye on this and has noted that WSCC must make an application for funding by Summer 2019. The Parish Council have requested a feasibility study to be carried out in Pulborough. The Parish Council have told WSCC that the A29 and the associated infrastructure, between Coldwaltham and Codmore Hill, is seriously in need of upgrading to quantify it's classification.

The Chairman also wanted to advise that a 'WildArt Trail' was being introduced shortly in Pulborough, more details to follow.

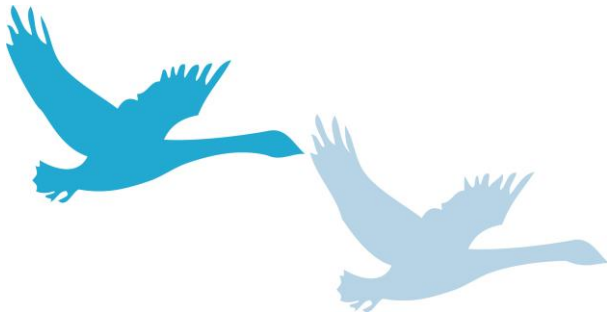
Finally, the Chairman advised that he will be stepping down as Chairman this forthcoming year.

As there were no other questions or business, the Chairman closed the meeting with an invitation for those present to join the Parish Councillors for Fairtrade tea and coffee, reflecting the Parish Council's support of the village Fairtrade status.

The meeting closed at 8.33pm

..... **Chairman**

..... **Date**



PULBOROUGH PARISH COUNCIL

ANNUAL REPORT
April 2018 to March 2019

CHAIRMAN'S REPORT

2018/2019 has been a year in which a lot of work behind the scenes has taken place without there appearing to be any tangible or obvious benefit. However, a number of projects which have stalled in recent years, will, I hope come to fruition within the coming months.

The Steering Group has almost reached Pre-Submission Stage (Reg. 14) once again for the Neighbourhood Plan and hopefully, once the plan has been approved by full Council, it will be presented at the Annual Village Meeting on May 9th. There is still some work to be done but we are in the final stages of what has been a very lengthy process.

We have been unable to source sufficient funds to provide a new 2 storey Social Club but plans are being redrawn to extend and improve the current facilities and to raise the standard of the changing rooms. By the time that you read this report I would hope that the new plans will be before the Parish for its approval and funding will also be in place. This has also been a long process and one which I am certain will be complete by this time next year.

Our Neighbourhood Wardens have settled into a new base since the police station moved premises, and I'm pleased to say that they continue to serve our community well.

Very soon, a new WildArt Trail will be in place between the railway station and the RSPB site. This is an exciting, interactive project for all the family. It will be a 4 kilometre nature/art based walk which will be a great opportunity to boost tourism within Pulborough and to support Lower Street shops.

The new development opposite Sopers Cottages on London Road is beginning to dominate the skyline much more than many people, including myself, envisaged. However, I am sure that strategic planting around the area over the next few years will soften the overall appearance.

My Chairmanship is coming to an end soon and it will be time for a new person to step into the role. I have enjoyed my 8 years in the position and hopefully I will continue to serve once again on the Council for the forthcoming 4 years. In the meantime, we do hope you will join us at the Annual Parish Meeting on Thursday 9th May in the Village Hall for the residents' meeting.

Ray Qusted
Chairman

PLANNING & SERVICES COMMITTEE REPORT

Very few permissions to build new houses have been granted in the last year. House prices in our area are typically around 15 times the median wage in the area, which is below £25000 per year and is on a long-term erratically declining trend. The definition of the median wage is the figure where as many people earn less than the median wage as earn more than it. It is becoming increasingly difficult for households not receiving housing benefit to afford to rent.

One very worthwhile contribution to local housing needs can come from the newly formed Pulborough Community Land Trust (CLT), which is the only vehicle currently available that can build new accommodation for rent that need not be subject to the right to buy, and is the only local body with the chance of getting planning permission for rural exception sites (e.g. derelict barns and cottages) in the parish. To be a real success though, the CLT will need to acquire land, so we would appeal to anyone in the parish with land to spare to consider donating some to Pulborough CLT.

There will be problems associated with an ageing population, with an expected increase in over 65's of around 60% from the time of the 2011 census very soon, with people needing some form of care near the end of life for around twice as long as 10 years ago. This means that we will probably need over 3 times as many people providing care associated services to people (mainly in their own homes) as we did in 2011. This need contributes to the ancillary need to be able to provide accommodation and services for the workers undertaking these tasks, and providing services for them and their families.

Cllr Dr A Tilbrook (Chairman - Planning & Services Committee)

RECREATION & OPEN SPACES COMMITTEE REPORT

Another year has passed.

Rivermead has been cleared and work has been completed to follow a 5 year management plan. Thank you to the volunteers that have helped in Rivermead.

I would also like to thank everybody who has helped in Nutbourne Common Recreation Ground, new trees have been planted for berries for the birds. Bluebells have just started to flower; it is well worth a visit. Later on in the year, heather will also be showing.

Pocket Park is looking good, thanks to all the volunteers who have helped in there. Funding from 'Operation Watershed' has provided silt traps, a trash screen and clearance of the culvert. Funding from 'Tesco Bags of Help' has also provided benches, a noticeboard and animal boxes.

It is good to see everyone using the recreation ground and children's play area, which is maintained by our Groundsman and we would like to thank him for keeping it looking so nice. There will be an extra bench installed on the recreation ground shortly. Two new trees were planted, but I'm sorry to report that one has suffered damage to it, hopefully, with a lot of luck, it might start to grow again.

Cllr E Henly (Chairman - Recreation & Open Spaces Committee)

FINANCE & POLICY COMMITTEE REPORT

Following this written report is the draft income and expenditure account of your council for the last financial year. As in previous years, these figures are subject to a final audit.

The income for the year ended 31st March 2019 was £257,629 compared to £219,686 in 2017-2018. This reflects some S106 developer contributions and WSCC Operation Watershed grants received towards projects. There was a part of a one-off grant in the year as Horsham District Council in promoting the creation of Neighbourhood Warden schemes is providing seed funding for them. Pulborough Parish Council received this seed funding in the form of a reduction in the cost of the wardens for the financial year 18/19 of £22,000, the total grant size was £30,000. The increase for each band D property for the past financial year compared to 2017/18 was 6.1% per annum or £80.67 per annum.

Other income for year ending 2018/19 was similar to prior years with various rents increased with inflation. Staff costs saw an increase of 5.37% for 2018/19: Staff costs continue to increase as the costs of a whole financial year for the Neighbourhood Wardens is absorbed.

The project work associated with the refurbishment of the Sports and Social Club Pavilion continues. Initially scoping the project to include the full list of desiderata for the stake holders, the project cost estimate was pushed to over £2 million. The project has been recast in the mould of what can be afforded in a range between £750-950k and meetings are taking place with stakeholders, architects and HDC officers to progress this option. The Finance & Policy Committee is seeking funding and looking to secure it to pay for the project estimated to cost up to £1m. The preferred funding route remains grants, possible match funding from various sources, the use of S106 funds held by HDC, donations and gifts, the use of allocated reserves and a drawing down of unallocated reserves to minimise a need to borrow funds if possible.

Allocated reserves at the financial year end 2018/2019 of £184,343 are earmarked for this project out of a total earmarked reserves figure of £216,812. Several other projects are planned by your council, for which funds have been specifically budgeted, including improvements to our open spaces such as a management plan for Rivermead. Another project the Council supports is a replacement Youth Club but we cannot now include it in the new Sports and Social Club centre envelope. Other options will be examined if possible.

Cllr P Clarke (Chairman - Finance & Policy Committee)

UNCONFIRMED

SUMMARY OF ACCOUNTS
INCOME & EXPENDITURE ACCOUNT
(Awaiting Audit)

Current Yr ended 31 st March 2018		Current Yr ended 31 st March 2019
	Income Summary	
188,882	Precept	203,334
188,882	Sub Total	203,334
	Operating Income	
1,029	Administration	3,770
0	Capital Grants	0
106	Loans and Finance	953
763	MSF	1,337
5,673	Discretionary	6,258
1,086	Highways	14,683
1,624	Allotments	1,694
0	Grounds Maintenance	3,881
9,272	Pavilion	0
11,252	Other Recreation	21,721
219,686	Total Income	257,629
	Running Costs	
21,111	Administration	23,134
588	Advertising & Publicity	590
0	MSF	0
146,909	Staff Costs	154,793
8,673	Discretionary	33,006
5,599	Highways	20,184
4,145	Street Lighting	4,525
1,160	Allotments	790
461	Bowling Club	771
12,122	Grounds Maintenance	14,104
22,871	Pavilion	5,176
26,333	Other Recreation	38,644
249,973	Total Expenditure	295,715
	General Fund Analysis	
347,582	Opening Balance	317,295
219,686	Plus : Income for Year	257,629
		574,923
249,973	Less : Expenditure	295,715
		279,208
	Transfers to/from Reserves	216,813

317,295	Closing Balance	62,396
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COUNCIL MEMBERS (as at 31st March 2019)

Chairman Mr Ray Quested	“Greenford”, Batts Lane, Pulborough, RH20 2ED Email: rquested@pulboroughparishcouncil.gov.uk Tel : 01798 874283	Finance & Policy Committee Ex Officio All Other Committees
Vice Chairman Mr Paul Clarke	9 Riverside, Pulborough, RH20 1FJ Email: pclarke@pulboroughparishcouncil.gov.uk Tel : 01798 875645	Finance & Policy (C) Recreation & Open Spaces
Councillors		
Mr A Bignell	2 Southside, Pulborough, RH20 2DH Email: abignell@pulboroughparishcouncil.gov.uk Tel: 01798 872934	Recreation & Open Spaces
Mr T Caplin	Beedings Castle, Nutbourne Lane, Pulborough RH20 2HS Email: tcaplin@pulboroughparishcouncil.gov.uk Tel: 01798 815365	Recreation & Open Spaces
Mrs R Court	7 Rectory Close, Pulborough, RH20 2AJ Email : rcourt@pulboroughparishcouncil.gov.uk Tel : 01798 874421	Recreation & Open Spaces
Mr C Esdaile	c/o Pulborough PC, Swan View, Lower Street, RH20 2BF Email : cesdaile@pulboroughparishcouncil.gov.uk Tel : 01798 874209	Planning & Services Committee
Mrs J Esdaile	c/o Pulborough PC, Swan View, Lower Street, RH20 2BF Email : jesdaile@pulboroughparishcouncil.gov.uk Tel : 01798 874209	Planning & Services Committee
Mr I Hare	Middlemare, West Mare Lane, RH20 2EA Email : ihare@pulboroughparishcouncil.gov.uk Tel : 07850 364601	Recreation & Open Spaces
Mrs E Henly	70 Stane Street Close, Pulborough, RH20 1FR Email: ehenly@pulboroughparishcouncil.gov.uk Tel : 01798 872599	Planning & Services Recreation & Open Spaces (C) Finance & Policy
Mrs B Kay	c/o Pulborough PC, Swan View, Lower Street RH20 2BF Email : bkay@pulboroughparishcouncil.gov.uk Tel : 01798 875545	Planning & Services
Mrs E Kipp	1 Laurel Mount, Pulborough, RH20 2PE Email: ekipp@pulboroughparishcouncil.gov.uk Tel : 01798 875451	Finance & Policy (VC) Planning & Services
Mrs A Lawson	c/o Pulborough PC, Swan View, Lower Street RH20 2BF Tel : 01798 813746	Planning & Services Recreation & Open Spaces
Dr A Tilbrook	Milton, Church Place, Pulborough, RH20 1AF Email : atilbrook@pulboroughparishcouncil.gov.uk Tel : 01798 875350	Finance & Policy Planning & Services ©
Mrs L Trembling	c/o Pulborough PC, Swan View, Lower Street RH20 2BF Email: ltrembling@pulboroughparishcouncil.gov.uk Tel: 07929 420815	Finance & Policy Planning & Services (C)
Mr J Wallace	25 Carpenters Meadow Pulborough RH20 2HQ Email : jwallace@pulboroughparishcouncil.gov.uk Tel : 01798 872734	Planning & Services (VC)

OFFICERS

CLERK TO THE COUNCIL
DEPUTY CLERK

Mrs Heather Knight
Mrs Lisa Underwood

Parish Council Office, Swan View, Lower Street, Pulborough, RH20 2BF
Tel : 01798 873532
Email: clerk@pulboroughparishcouncil.gov.uk
Web : www.pulboroughparishcouncil.gov.uk

Office Hours
Monday to Friday 9am to 12.30pm

UNCONFIRMED

Appendix 2 – Pulborough Parish Council Footpath Charter (unconfirmed)

Pulborough Parish Footpath Charter

Purpose

Public footpaths cross public land and private land owned by farmers and householders. Landowners have an obligation to make footpaths accessible to individuals, and individuals using footpaths have obligations to the landowner. This charter details each party's obligations.

Land owner Obligations

The landowner has a duty to ensure:

- Footpaths are accessible by maintaining gates or stiles.
- Footpaths are kept clear of vegetation, although it is acknowledged that this may be more challenging at certain times of the year
- Footpaths are kept clear of physical obstructions, although ploughing and harvesting are required at certain times of the year

Footpath Users Obligations

The footpath user has a duty to ensure he/she:

- Keeps strictly to the footpath and does not stray onto adjacent land.
- Uses the footpath for walking or running only. Bicycles, horses and motorised vehicles are not permitted (see the Bridleways below).
- Keeps control of dogs and does not allow them to stray onto adjacent land.
- Keeps dogs on lead when in a field with livestock and, if chased by cattle, release the dog immediately.
- Clears up and removes dog mess.
- Reports any damage caused to the landowner.
- Avoids ground nesting birds.
- Leaves farm gates as you find them as you may be preventing animal access to water.

Bridleways

In addition to Walkers and Runners, Horse Riders and Cyclists are permitted on Bridleways, but not motorised vehicles unless the Land Owner has given permission. However, cyclists must give way to equestrians and walkers.

West Sussex County Council and Pulborough Parish Council

West Sussex County Council works with landowners to ensure their obligations are achieved. It consults on a local level with Pulborough Parish Council, which has intimate knowledge of its public footpath network. West Sussex County Council can be contacted by both footpath users and landowners at prow@westsussex.gov.uk or by calling 01243 777620

Pulborough Parish Council can be contacted by both footpath users and landowners at clerk@pulboroughparishcouncil.gov.uk or by calling 01798 873532