



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 20TH FEBRUARY 2020 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Hare (Chairman), Clarke, Court, Harvey, Henly, Kay, Kipp, Lawson, Trembling, Riddle and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)
Mr G Chipp (HDC CEO)
Cllr B Donnelly (Horsham District Council)
Cllr D Van Der Klugt (Horsham District Council)
4 Members of the public

The meeting opened at 7.30pm

160. APOLOGIES FOR ABSENCE

Cllr Finlayson had sent apologies that she may arrive late to the meeting (work commitments). Apologies for absence from Cllr Esdaile (ill health) had been notified to the Parish Office prior to the meeting. The absences were approved.

161. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

162. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 23rd January 2020 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

The previously arranged presentation to Council by the group seeking a Pulborough Bike Pump Track had been rearranged for the March meeting, at the request of the group.

The new HDC digital tourist information screen in Lower Street car park would go 'live' from 24th February, with all other screens, operating 9am-4pm outside of which they would be in 'sleep mode'. This timing may be reviewed during the summer.

163. COMMITTEE MEETING MINUTES

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

163.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 23rd January and 6th February 2020. There was no Clerk's report.

163.2 Recreation & Open Spaces Committee

Members received the Minutes of the R&OS Committee and of the RECAD (Advisory) Committee meetings held on 16th January 2020. There was no Clerk's report.

163.4 Finance & Policy Committee

Members received the Minutes of the Meeting held on 28th January 2020, including the recommendation to re-adopt the LGPS Scheme Employer Discretions Policy – **RESOLVED**. There was no Clerk's report.

164. ADJOURNMENT FOR PUBLIC SPEAKING

The meeting was adjourned from 7.30pm to 8.31pm for this item.

The Chairman welcomed Glen Chipp, Chief Executive of Horsham District Council, to the meeting. Mr Chipp answered the following questions, of which he had received advance notice:-

1. *Thank you for this offer to attend our PC meeting. We think it is a great opportunity for us to brief you on our local issues and objectives for 2020, and we are also keen to learn what you would like to gain from the meeting.*

Mr Chipp said that the aim is to listen to local issues and concerns, and he finds it much better to go out and speak to people.

2. *You visited our Sports Pavilion last year and could see it needs replacing. This for PPC is a matter of high priority. It is home to cricket, football, stoolball and snooker clubs. It also operates a well-used sports and social club which helps fund the clubs. The current building is no longer fit for purpose. Its facilities need urgent updating, maintenance is costly, and the sports teams and players deserve a better environment for their recreation. Sports attendance is falling mainly due to the unattractive facility compared to more attractive venues elsewhere. Storrington, Steyning, Billingshurst and other locations have been supported financially by HDC in respect to sports centres and recreational facilities. HDC has in the past undertaken to support Pulborough Parish Council in funding a new centre. How will HDC support PPC with a sum of around £600k? What process is necessary to secure this funding?*

Mr Chipp agreed that the pavilion needs refurbishing but funding from HDC other than S106 monies would be challenging. There was around £323k in S106 funds that with a reasonable business case and costed proposals from PPC could be available. HDC is willing to work with PPC on accessing Sport England and community development funding. New Homes Bonus funds had been used by HDC to support other areas but these served a wider community and involved uses driving a payback to HDC. He suggested PPC investigate borrowing from the PWLB and incorporating new pavilion uses that would generate revenue.

3. *When objecting/ commenting on planning applications, particularly where local knowledge is that the alterations/new build are not in keeping with the character of the area, it can be frustrating to find such applications approved. What is the policy and process for ensuring sites are visited to check such considerations?*

A case officer visits every single site the subject of a planning application, also looking at case histories. Local communities will have local knowledge and there will sometimes be different opinions but as the planning decision authority, HDC will decide based on planning merits. More weight would be given to parish responses which cite NPPF and Local Planning policies or material considerations.

4. *The Parish Council is aware of national guidance for GTTS sites. Looking at Pulborough, what assurance can HDC provide that due diligence is undertaken to ensure that occupants fulfil the criteria for eligibility to inhabit? Additionally, local concerns have been raised to us regarding specific sites, such as nuisance bonfires. What can HDC do to address such concerns?*

There is a lawful definition of what a GTTS is. If HDC became aware of prima facie evidence that someone did not qualify, the enforcement team would investigate. Breach of restrictive conditions on a site would also be followed up. An annual gypsy count is undertaken, when all sites are visited, and the latest report is due for publication this week. Concerns about nuisance bonfires, burning of inappropriate materials or other environmentally inappropriate activities are a matter for HDC Environmental Health and should be reported. Persistent offenders can be fined up to £5000. There is useful information on HDC website at: <https://www.horsham.gov.uk/environmental-health/smoke-nuisance/smoke-nuisance-from-bonfires>

5. *In excess of 40% of the population in Pulborough will be aged over 65 by 2025. It is therefore essential that we create affordable housing to ensure there is some balance to the demographic profile of the village and that there are sufficient people locally to look after the ageing population. The Pulborough Community Land Trust has asked for £40,000 to initiate this project. It has not been forthcoming and has been chased many times. Please advise where this is in the application process and what needs to be done to secure the funds.*

HDC is supportive of the CLT concept in principle as it is good to keep ownership within the community. HDC does not have £40,000 to grant as the original grant has long since been spent. It was not ringfenced and in addition to a £30,000 grant awarded to AiRS, was used to provide general officer support of CLT work, eg free pre-application advice. Pulborough CLT has received pre-application support. The honest HDC view is that the site proposed is not suitable. HDC may be able to make a small amount of money available to help support an early stage study /survey. No specific formal written request in relation to any funding has yet been received. Grants are also available via Locality, which the Parish Council can apply for on behalf of Pulborough CLT.

6. *The inadequacy of our road and rail network is a disincentive for businesses to locate in Horsham District. Additional housing proposed in the HDC five year plan will put further pressure on this inadequate infrastructure. Most of the new homeowners won't work locally which will increase road and rail traffic still further. How will HDC encourage new home owners to work locally and what are you doing to lobby for improved transport links?*

HDC has written to the Secretary of State challenging the housing numbers, prescribed formula and Duty to Co-operate set by Government. HDC is also lobbying for the necessary infrastructure to support development. Employment sites are being allocated locally, eg the Novartis site, a business park on land north of Horsham, and land at Brinsbury College, providing more employment choices locally. There are ongoing discussions with Network Rail, WSCC and others to ensure early delivery of upgrades to limit severe impacts on the road network. Full fibre Broadband capability is being installed to try to encourage people working from home. A Government grant of around £8m has been allocated for the West Sussex spine. HDC is about to start designing and has done some market testing with providers, more will be known over the coming year about how the spine will look.

7. *A great deal of money has been spent in Horsham town. How is HDC helping rural villages financially? PPC is aware that business rates are set by central government and collected by district authorities. How can small businesses in villages be helped to survive?*

Population distribution is a factor but HDC also assists rural economies and businesses. Initiatives HDC arranges or has introduced include: Annual Tourism Sector Forums, Food and Drink seasonal promotions programmes; Implementation of digital tourist/business information signs in rural car parks; Window Wonderland campaign encouraging public to visit over 40 local businesses (3 in Pulborough); Your Customer Experience Training Programme (3 Pulborough businesses attended the training and received 1:1 support, 1 Pulborough business received a shopfront grant); Business Drop In event July 2019, next event 18th February 2020; LEAP – small business grant open to all businesses across the District; Access to support from the Economic Development

Team in terms of events/business advice; Annual Apprenticeship Fair and Jobs Fair which businesses can get involved in.

In Pulborough itself, HDC has helped to set up a Pulborough Traders Group and is funding their first aid course and directly supporting several new traders, as well as providing advice and support to more established businesses; Experience West Sussex are producing a film and have written a piece on the WildBrooks as part of their latest campaign; Pulborough WildArt Trail was assisted by HDC, with the key objective of supporting businesses in Lower Street. Lower Street businesses participated in a promotional video campaign.

Parish Cllrs commented that not all local businesses were necessarily aware of some of these opportunities. Mr Chipp agreed that businesses need to know about available services. HDC is also looking to expand what's on offer. He suggested that HDC Head of Service could visit to talk about specific needs in Pulborough.

8. *HDC has installed a digital tourist screen in Lower Street car park to encourage tourists to our area. When HDC refurbishes the car park would they consider installing an electric car charging point to also encourage people to the area, especially as it is understood that HDC gets a Government Grant to do this? This would hopefully benefit the local businesses in Lower Street as when drivers are charging their vehicle they would spend some time in the area.*

Yes, as part of the improvement work HDC will be installing the underground infrastructure required for EV charging points.

9. *Like a lot of councils, PPC wants to look at what can be done to address climate change and environmental initiatives. How does HDC measure its total CO2 output and does it have an improvement performance target?*

HDC's Corporate Plan sets out what the Council is doing. HDC has completed a carbon audit with the Carbon Trust, accessible online at: <https://www.horsham.gov.uk/climate-and-environment>. HDC also worked with a consultant to calculate its carbon footprint for 2018/19. The total emitted was approximately 18,000 tonnes from the council's activities, eg energy used in buildings and from transport. 78% of this was from the contracts with suppliers to deliver services and from buildings the council leases. Other significant sources were electricity and gas used in buildings (13%) and the transport fleet the council operates (9%). The assessment used the internationally recognised standards of the Greenhouse Gas Protocol for carbon accounting. The carbon baseline will be used to set a target for reducing emissions along with an action plan to achieve targets.

HDC has set up a partnership with Sussex Wildlife Trust to join up corridors - Nature Recovery Networks - across the district to encourage biodiversity and wildlife. HDC is funding two new posts with SWT, one of which will work directly with parish councils on how they can improve biodiversity in their parish; a funding pot is being created for local projects.

10. *What percentage of recycled waste genuinely gets recycled? HDC and WSCC continuously refer to items that can be recycled by a vague description that does not cover many plastic containers. Public are often confused and do not recycle what is recyclable. How can HDC work with WSCC to make information clearer, eg using the European/international system of plastics numbering?*

Mr Chipp advised that HDC recycles 53.5% of waste collected, one of the highest in West Sussex though they would like to do better. HDC has a target to keep contaminated material below 6% and much emphasis is placed on education but part of the problem is that different sites have different processes. A wide variety of plastic bottles, pots, tubs and trays can be recycled in West Sussex including fruit punnets, cosmetic pots/tubs and things like bleach bottles, food trays and plastic lids larger than a coffee jar lid. A comprehensive A-Z guide is available from WSCC website at: <http://www.recycleforwestsussex.org/recycling-guidance/?l=A>.

With regards to the international numbering system for plastics, while this serves to show the type of plastic it isn't necessarily helpful to denote how that item should be recycled, due to the local sorting and separating process not always relating to the type of plastic going through the Materials Recycling Facility (MRF).

There is a food waste trial project taking place in Mid-Sussex which if successful has potential to be rolled out to other areas.

The Chairman opened the meeting to a few ad hoc questions from the floor.

In response to a question from a Member about garden waste being treated as recycling, Mr Chipp agreed that more could be done and that it was questionable that garden waste is moved around instead of more focus being on home composting.

A member of the public asked for a definition of affordable housing, given that for most people it was still not really affordable locally, and also asked about how care workers can be attracted to areas like Pulborough with an ageing population on pretty low income. Mr Chipp agreed that both points were important issues but were for higher level discussion at central government. The Government sets the definition of affordable housing, currently 13.5-14% of the average wage. Housing prices were driven by London salaries and prices, which drive house prices up. Regrettably the situation was likely to get worse as young people today cannot afford to get onto the housing market and pensions are being eroded. Community Land Trusts are one positive way forward and HDC is happy to support eligible proposals.

A Member asked how soon HDC could introduce carbon neutral requirements such as ground source heating etc. into house building. Mr Chipp advised that much of this is driven by Building Regulations and central government, however the HDC draft Local Plan currently out for public consultation has policies relating to sites identified for development and on things like national standards. It is important that councils and public respond to the consultation and let HDC know if they have got things right.

The Chairman thanked Mr Chipp for his time, who before leaving the meeting suggested that any other questions could be sent to him via the Parish Clerk.

165. PUMP TRACK PROPOSAL

It was noted that the group scheduled to speak to the Council were not yet ready to do so and this item was therefore deferred to the March meeting.

166. PULBOROUGH NEIGHBOURHOOD PLAN: NEIGHBOURHOOD PLAN STEERING GROUP RECOMMENDATION TO PROCEED TO REG 14 PUBLIC CONSULTATION

The Chairman welcomed the Neighbourhood Plan Steering Group Chairman, Mr Andy Tilbrook, and with Council approval Mr Tilbrook addressed the meeting. Mr Tilbrook informed Members that subject to some adjustments to some documentation wording to ensure robustness and HDC approval, which would not alter the objectives of policies or site selections, the draft Pre-Submission Neighbourhood Plan was in principle ready to move to Regulation 14. The Steering Group recommendation was for Council to formally approve this.

Following brief discussion, it was **RESOLVED** to approve that the draft Pre-Submission Neighbourhood Plan should proceed to Regulation 14 (six week public consultation) stage. The Clerk advised that the actual start date of the minimum six weeks was yet to be finalised and was subject to the adjustments previously referred to as well as the final SEA and HRA reports being received back from the HDC consultant. Members would be kept informed as appropriate.

On the proposal of a Member, duly seconded, a vote of thanks was given to the Neighbourhood Plan Steering group for their hard working in reaching this stage.

167. SPORTS PAVILION REBUILD PROJECT

Cllrs Clarke and Hare reported on the 7th February 2020 meeting of the Steering Group and architect, when the new QS costed estimate had been discussed. The Clerk advised that the QS contractor invoice had been successfully negotiated down from £2,000.

The updated estimate proposals for the rebuild and refurbishment project totalled £882,679.43. This would assist with the Business Plan being developed. In response to a query, it was noted that there were no plans in the proposals for the Parish Council to manage the facility, and it was still expected that the Sports & Social Club would do so. It was anticipated that additional income could result from being able to hire out additional space for other hirers and events. It was now important to engage with clubs currently using the pavilion to have them on board with the revised proposals and see how they could assist with sourcing funding streams. Comment was made about the importance of the general public being behind this project, as taxpayers are financing the project.

It was **RESOLVED** to ratify payment of £1,500 to R Bartram for the QS work on the cost estimate. It was further **RESOLVED** to ratify payment of £1,012.94 to Studio 5 for their work to date in attending meetings, preparing updated drawings and arranging QS cost estimate. In addition, it was **RESOLVED** to approve meeting with the sports clubs via the Recreation & Open Spaces Committee to discuss the proposals and fundraising with them.

168. CO-OPTION TO THE COUNCIL

One application had been received. At the Chairman's invitation, Mr Bernard Allen introduced himself to the Council and said a few words about his application.

Following due consideration, it was **RESOLVED** to co-opt Mr Bernard Allen as a Member of Pulborough Parish Council and the Chairman welcomed him. The Clerk advised she would be contact him shortly to sign a Declaration of Acceptance of Office and receive other induction papers. The first meeting Mr Allen would formally attend would be Full Council on 19th March 2020.

169. WSCC PROPOSED PERMANENT TRO SWAN BRIDGE

Members considered the WSCC public consultation TRO/CHA1903/RC, ending 27th February 2020. This proposed the introduction of lengths of prohibition of waiting at any time (double yellow lines) at the entrance to the parking area on Swan Bridge and a four hour limited waiting restriction on the Swan Bridge parking area. Following considerable discussion, it was **RESOLVED** that: Pulborough Parish Council supports the TRO except that the time restriction should not apply at weekends.

170. NEIGHBOURHOOD WARDENS

Members reviewed the NW written report for January 2020 and Steering Group meeting of 4th February 2020. The Clerk reported that Cllr Henly had received a letter thanking the Parish Council /Steering Group members and her especially, for her commitment and valued support of the Pulborough Neighbourhood Wardens. The Clerk advised that the new three year Agreement had been signed with HDC.

171. CODE OF CONDUCT TRAINING FOR COUNCILLORS

Members noted the recent training event delivered by HDC legal advisers on 30th January 2020. The presentation had been circulated to all Cllrs. The event had been attended by the Clerk with Cllrs Hare, Henly, Wallace and Harvey, who all reported that it had been an interesting and useful evening.

172. VILLAGE MARKET SATURDAY 22ND FEBRUARY 2020

The following rota was **AGREED** for the Village Market on Saturday 22nd February 2020: Cllr Henly – all morning; Cllr Kay – 8.30/9am onwards; Cllr Kipp – 9am-10am; Cllr Court – 10.45/11am onwards.

173. REPRESENTATIVES ON OUTSIDE BODIES

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

- Cllr Hare had attended the first of the new style Gatwick Noise Management Board meetings, called the Community Noise Forum.
- The Clerk reported that Pulborough Fairtrade Steering Group AGM had discussed putting St Mary's School Fairtrade Prefects in touch with the Parish Council to arrange them addressing a future council meeting about their role and activities. Cllr Kay, as the PPC rep to both the Fairtrade group and St Mary's School PTA agreed to facilitate taking this forward.

174. CORRESPONDENCE

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk brought to attention several items of particular interest.

175. ITEMS FOR NEXT AGENDA

The deferred Pulborough Pump Track presentation and proposal would be an item.

176. PAYMENTS

Members approved the following payments by cheque, direct debit or bank transfer and the relevant paperwork was signed to duly authorise :-

Payee	£
R Bartram	1,500.00
Studio 5 Architects	1,012.94
Pulborough Social Centre	94.95
Mulberry & Co	84.00
The Drain Guys Ltd	222.00
Pulborough Social Centre	43.20

The meeting closed at 9.27pm

.....Chairman

.....Date

CORRESPONDENCE**Appendix 1****HDC**

- Advance notice of HDC Chairman's Annual Reception and Council Annual Meeting at 7pm on Wednesday 20th May
- Invitation from Community Safety Officer to attend information session on hate crime and radicalisation, being run by WSCC Countering Extremism Team on Monday 20th April 2020, 10am-12pm, Conference Room, Parkside. Topics to be covered available from Clerk. ***Any Cllrs wishing to attend please advise the Clerk.***
- HDC Cabinet member for Economic Development and Parking: Overview of past year from the Economic Development Team at HDC (*previously forwarded to Cllrs*)

NALC

- Chief Executive's Bulletins 17.1.20 and 24.1.20 (*previously forwarded to Cllrs*)
- Details of NALC Study Tour 2020/21 (*details previously circulated*). ***Any Cllrs wishing to attend please advise the Clerk.***

SALC

- Defra Summary of the Agriculture Bill introduced to Parliament on 16th January 2020. (*Forwarded to Cllrs*)
- Details of Sussex Police & Crime Commissioner's Precept Snap Poll, closing 30th January 2020 (*previously forwarded to Cllrs*).

HALC

- Minutes of HALC meeting 27th January 2020 and copy of draft letter to be sent to HDC Leader, deadline for any comments 17th February 2020 (*forwarded to Council*). Next meeting is scheduled for Tuesday 7th April 2020, 7.30pm at Ashurst Village Hall.

Sussex Police

Sussex PCC e-letters: 17.01.20, 31.01.20 and 07.02.20. Topics include: Proactively tackling modern slavery; More enforcement investigation and a greater police presence; Pledging to tackle business crime.

In the know alerts

Neighbourhood Watch: Details of Age UK Horsham District drop-in sessions in Swan Walk Shopping Centre during March, April and May.

Highways England

Update to the A27 Arundel Bypass project further consultation: HE is currently considering all comments received during the further consultation. Also reporting some amendments as a result of issues around the way some of the consultation information was presented. No changes have been made to the baseline data/surveys or to the designs of the six proposed scheme options. New text only provides corrections to the existing information. Overall conclusions of the assessment of the various options presented haven't changed. However previous respondents wishing to view full details can do so at various deposit points (libraries) or at www.highwaysengland.co.uk/a27arundel. If you have changed your opinion use HE online form available from that link until 11.59pm 1st March 2020 to provide your update.

Pulborough Voluntary Community Forum

Minutes of meeting held 15th January 2020.

APCAG

Newsletter 8th February 2020 re New Gatwick Noise Management Board

PAGNE

Details of PAGNE public meeting on 6th March 2020 at 7.30pm at Loxwood Village Hall, Guildford Road, Loxwood RH14 0SF to discuss Gatwick Airport's proposed Master Plan

CAGNE

Bulletin104 February 2020, CGNE AGM 26th February, 7pm, Copthorne Hotel, Copthorne, RH10 3PG

DD Community

Invitation to Discover Gatwick on Wednesday 18th March or Wednesday 29th April 2020, agenda to be confirmed but likely to run 9am to 2pm. Any councillors or community groups can register interest by emailing community@gatwickairport.com stating date preferred. To participate, attendees must hold photographic ID, and should note that a certain amount of walking is involved in the tour and possibly use of stairs.

The Wiggonholt Association

Poster and details of Climate Change Public Forum 'Food for Thought' on Friday 13th March 2020, at 7pm at Pulborough Village Hall. They would especially welcome parish councillor attendance. ***It would be useful for the Clerk to know of Cllrs intending to attend (previously forwarded to Cllrs)***

Age UK Horsham District

Details of potential merger with Age UK West Sussex, Brighton & Hove

Pulborough Duck Race

Early notice of Pulborough Duck race on Saturday 6th June 2020, booking forms and further details to be announced.

Potential Development Site at Adversane, (HDC Draft Local Plan Strategic Sites)

Email correspondence 11th-13th February 2020 from David Cooper & Co, lawyers representing group of Adversane residents who have raised petition opposing the Adversane proposals; includes correspondence between two parish/district councillors and correspondent.

Publications

LCR Winter 2020 (Local Council Review, the official magazine of the National Association of Local Councils)