



PULBOROUGH PARISH COUNCIL
Working together for a better future

PULBOROUGH PARISH COUNCIL

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**MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL
HELD ON THURSDAY 15TH JULY 2021 AT THE VILLAGE HALL**

PRESENT: Cllrs: Hare (Chairman), Clarke (from Min.40), Court, Ellis-Brown, Esdaile, Henly, Hunt, Kay, Kipp, Lawson and Riddle

IN ATTENDANCE: Mrs H Knight (Clerk),
2 members of the public

The meeting opened at 7.30pm.

29. APOLOGIES FOR ABSENCE

Apologies were received and approved from Cllr Trembling (personal). Cllr Clarke had sent apologies that he would arrive late due to a Horsham DC meeting.

30. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest made.

31. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 17th June 2021 as a true and accurate record of the proceedings and that the Chairman duly sign them. There was no Clerk's Report.

32. COMMITTEE MEETING MINUTES

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

32.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 17th June and 1st July 2021. There was no clerks report.

32.2 Recreation & Open Spaces Committee

The meeting scheduled for 10th June 2021 was cancelled, therefore there were no minutes.

32.3 Finance & Policy Committee

The meeting scheduled for 24th June 2021 was cancelled, therefore there were no minutes.

33. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers registered, therefore no adjournment was made at this point.

34. CHANGE TO ORDER OF BUSINESS

Following a proposal by the Chairman, it was **RESOLVED** to move agenda item 6 (District and County Reports) and agenda item 7 (Pump Track Proposal) to later in the meeting, as Cllr Clarke was expected to join the meeting late and would then be able to participate in both discussions. Agenda item 8 was therefore taken next.

35. NEIGHBOURHOOD PLAN

The Neighbourhood Plan is currently undergoing independent examination and the report from the Independent Examiner was awaited. It was **RESOLVED** to approve giving delegated authority to the Neighbourhood Plan Steering Group to make any necessary formal response to the examination findings on behalf of the Parish Council. The Clerk would report back to the September full Council meeting.

36. CO-OPTION TO THE COUNCIL

One application for co-option had been received and circulated to Members. Following consideration, it was **RESOLVED** to co-opt Annie Santo to the Parish Council. The Clerk would make arrangements for Cllr Santo to sign the Declaration of Acceptance of Office and receive necessary papers / induction pack. Cllr Santo's first formal meeting would be the September full Council.

37. BOUNDARY COMMISSION FOR ENGLAND (BCE) – NEW PARLIAMENTARY CONSTITUENCIES

Members considered the circulated information regarding the BCE public consultation from 8th June to 2nd August 2021. Proposals included Pulborough separating from the Arundel & South Downs to become part of a new Shoreham constituency. The MP had written to parish chairmen voicing his concerns. Following discussion, it was **RESOLVED** to give delegated approval for the Chairman to compose a response letter of objection for the Clerk to forward to the BCE, including the following key points:

- The River Arun passes through Pulborough, which shares many of the same issues of flooding as other nearby settlements along the River Arun;
- The A29 is a shared issue with parishes centred in the area, as are the proposals for the Arundel Bypass, including the notorious issues of motorbike noise on major routes;
- The Arun Valley Railway Line is a shared link to the current Arundel area constituency;
- Pulborough is a rural part of Horsham District, many of the planning related issues are rural not urban; Pulborough is adjacent to the South Downs National Park;
- Shoreham is a large industrial and coastal area, neither of which are relevant to Pulborough.

38. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) – ATTENDANCE AT ONLINE EVENT

It was **RESOLVED** to approve the attendance, and cost reimbursement, of Cllr Kipp at 'The future of high streets and town centres' online event on 29th September 2021, at a cost of £32.44 + VAT (if card payment) or £43.09 + VAT (if invoiced). It was noted that Cllr Hunt will also attend but has booked herself personally in her capacity as a trader.

39. LIFTING OF PANDEMIC SOCIAL RESTRICTIONS – PARISH OFFICE COVER

Members considered the Clerk's Report and recommendation on revised office opening hours now that restrictions were expected to be lifted from 19th July 2021.

It was **RESOLVED** to approve that:-

The new office opening hours would be 9am-12.30pm Tuesday to Thursday, office cover by either Clerk and/or Deputy Clerk; The office would not be open to public Monday and Friday, when officers would be either home or office based depending on tasks; The matter to be kept under review in case further adjustment needed, and subject to any new national guidance.

40. PUMP TRACK PROPOSAL (moved from agenda item 7, Min.34 refers)

Members considered the circulated Locations Appraisal submitted by Pulborough Pump Track. The Clerk confirmed that an updated version had subsequently been circulated, amended to show that sites currently in private ownership may become public areas following planning approval. It was noted that the organisation's preferred location was now the Council's Cousins Way recreation ground and that they had had confirmation from HDC that the project would be eligible to apply for S106 funds.

Lengthy debate took place, with Members discussing the benefits or otherwise of approving a final site. There was a general view that although this site may be preferable to the main recreation ground at Rectory Close, there were still some imponderables to ascertain. In addition to the previously reported arranged visit to the Broadbridge Heath pump track which some Members had attended, Cllr Kipp had recently made an unannounced late afternoon visit and spoken with users and had noted that there were no noise or behaviour issues.

Members had concerns about the potential conflict over S106 funding. Whilst acknowledging that any community group has the right to apply, a significant application would greatly reduce potential S106 funds the Council hoped to apply for, for its own sports pavilion project. Members felt that after many years of discussion and planning it had a duty to its sports clubs and community to give that project priority.

There were general concerns remaining over future ownership, responsibility and maintenance of the pump track, together with the potential for resident objections and complaints about antisocial behaviour if located near housing. The Clerk advised that she had spoken with agents acting for landowner proposals at the former Toat Café site and land at New Place Nurseries, both of whom were very interested in the potential for a community pump track as part of proposals. It was also felt that the organisation should speak with HDC to explore further the potential for a pump track within developments commenced, such as the Brookfields site, where specific allocation was already made for community open space.

A key concern identified by Members was whether an application for S106 funding by the group would provide the entire project cost, as it was generally understood that applicants would be expected to provide part of project costs. Members wished to understand how any shortfall would be funded and whether the organisation was applying to Sport England or other funding bodies and /or undertaking their own fundraising activities.

At the Chairman's discretion, a member of the audience who is part of the Pulborough Pump Track group was permitted to address the meeting to provide some information and answer some queries. The project costs were thought to be in the region of £60-80k.

It was **RESOLVED** to advise Pulborough Pump Track organisation that no decision would be taken yet on location until the above matters had been addressed, and principally that the Council wished to receive a clear business case / financial analysis of how the project funds would be raised.

41. DISTRICT AND COUNTY REPORTS (moved from agenda item 6, Min. 34 refers)

D.Cllr Van der Klugt had sent apologies due to prior HDC commitments. Cllr Clarke advised that D.Cllr Donnelly was also involved in HDC meetings affecting his attendance.

D.Cllr Clarke advised that Cabinet had made its recommendations regarding the Local Plan allocations, including recommendation to proceed to Reg.19, which would be considered by HDC full Council on 28th July 2021. The recommendation for this area is allocation of Buck Barn as the key strategic site but full Council may decide differently, which had implications for the Adversane site.

The increasing infection rate of Coronavirus was a concern. He spoke also of the high number of job losses, workers on furlough and potential for further job losses once the scheme ends.

HDC is generally in a better position financially than anticipated due to Government grants.

42. PULBOROUGH VILLAGE MARKET

The next market would take place on Saturday 24th July 2021. The rota for attendance was **AGREED** as: Cllrs Kipp 9am-10am; Cllr Ellis-Brown 10am-11am; Cllr Hunt 11.30am-12.30pm.

43. REPRESENTATIVES ON OUTSIDE BODIES

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

- Cllr Hare summarized the recent WSALC Chairman's Forum he had attended: There was quite a lot of concern from those parishes with neighbourhood plans that these are not being properly adhered to by HDC. WSALC had issued a short survey to canvas views. A number of parishes were experiencing problems with Southern Water. Broadbridge Heath PC had asked about experience of having neighbourhood wardens and may contact the Clerk. Six parishes in the WSALC area were not members of WSALC, although three were expected to join.
- Cllr Hare had attended the recent APCAG AGM, at which he was reappointed chairman.

44. CORRESPONDENCE

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

45. CHAIRMAN'S ANOUNCEMENTS AND URGENT MATTERS

- 45.1** The Chairman reminded all that in the early part of the pandemic crisis it had proved necessary and useful to conduct a number of discussions by group emails. Now that physical meetings were back in place discussion should move away from that route and be managed via meetings. The Clerk had issued a template for Members to use to request items on an agenda, which all were asked to use in future. The first page was the essential information required. The rear pages were for information, illustrating the formal process of a motion being proposed and decided upon and the Council's relevant standing orders regarding items being requested on an agenda.
- 45.2** The Pulborough Society was arranging a Heritage Open Day Event over the weekend of 11th and 12th September 2021, as previously reported. The Clerk, in liaison with the Chairman, had confirmed Parish Council support of the event and the society's request to HDC for free parking at the Lower Street Car Park on those days.
- 45.3** The Purple Bus would be hosting youth and sports sessions on the main recreation ground during the summer holidays each Tuesday from 2-5pm (except 17th August). The Neighbourhood Wardens had introduced a young person mental health support initiative, the Talking Tent, which was being rolled out across the district, and would join the Purple Bus each session. The Clerk, in liaison with the Chairman, had confirmed approval for the gazebo and bus attendance.

46. 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	£
National Westminster Bank (already on system)	31.25
National Westminster Bank (already on system)	26.30
National Westminster Bank	23.60
National Westminster Bank	33.50
Daisy Communications	55.34
Kent County Council	182.71
Burgess & Randell Ltd	19.95
GW Shelter Solutions	5,098.93

The meeting closed at 9.05pm.

.....Chairman

.....Date

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

E-newsletter 25.06.21, Members Newsletter – Highways, Transport and Planning. Topics include: Hedgerow funding; Community Highway Scheme; Restoration of culvert in Parham; Nature verge networking.

HDC

- Email 14.06.21 from Economic Development Officer: Car park digital screens – the interactive element of all screens remains turned off for the foreseeable future to avoid unnecessary touching; Mystery Trails project – the ED Team is working with Whistlestop Tours to develop a series of Mystery Trails. Subject to Government funding being confirmed, a number of trails around the district are to be developed and launched in October half term, based on local folklore, stories and legends.
- E-newsletter 21.06.21, topics include: Local hero opens new Wellbeing Centre; funding to combat climate change.
- Email 02.07.21 from Community Safety Manager with details of updated Gypsy/Traveller reporting process (*forwarded to Cllrs for information*)

NALC

Emails 11.06.21, 17.06.21, 18.06.21, 25.06.21 and 02.07.21, Chief Executive's bulletins: Topics include: Environment Bill; Remote meetings Call for Evidence

HALC

Agenda for remote meeting Wed 04.08.21 at 7pm and minutes of virtual AGM held 29.04.21 (*Forwarded to PPC reps IH and EK*)

Sussex Police

- Sussex Police & Crime Commissioner: E-newsletters 18.06.21 and 02.07.21 – topics include: Policing the delayed roadmap out of lockdown; More new officers join Sussex Police; 90 arrests made during Steyning 'rave'; Violence and abuse towards retail workers report by Home Affairs Select Committee – positive impact of Safer Sussex Business Partnership; Increasing support and tackling drug offences.
- In the know Alert 06.07.21 – Sussex Police leading the way with Hate Crime Scrutiny Panel; 25 new recruit constables join Sussex Police.
- Rural Crime Team E-newsletter June 2021 (*forwarded to Cllrs*)

Pulborough Neighbourhood Wardens

- Warden's monthly reports May and June 2021 (*forwarded to Cllrs*)
- Email 21.06.21 Response to resident's concerns re parking on old Swan Bridge that were sent to Chairman

Sussex Green Living

Details of forthcoming online events

1st Pulborough and West Chiltington Scout Group

Email 02.07.21 asking Parish Council for suggestions of suitable volunteer for part time Secretary role (*Clerk responded, enquiry forwarded to Cllrs*)

CAGNE

E-newsletters/ Bulletins 131 June and 132 July 2021.

Gatwick Airport

Gatwick In Touch Newsletter Edition 3, 11.06.21.