



PULBOROUGH PARISH COUNCIL

Working together for a better future

ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA.

ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE MEETING.

You are hereby SUMMONED to an Ordinary Meeting of Pulborough Parish Council which will be held at **Pulborough Village Hall** on **Thursday, 15th March 2018 at 7.30pm.**

**Heather Knight
Clerk**

Dated 8th March 2018

Swan View, Lower Street, Pulborough, RH20 2BF
Tel: 01798 873532 clerk@pulboroughparishcouncil.gov.uk

AGENDA

- 1. APOLOGIES FOR ABSENCE**
Chairman's welcome and to approve apologies for absence.
- 2. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**
To receive Councillors' declarations of interest on any of the agenda items and to note any changes to Councillors' Register of Interests.
- 3. MINUTES OF FULL COUNCIL**
To approve the Minutes of the Council Meeting held 15th February 2018 (attached) and to receive the Clerk's report on issues raised at the meetings.
- 4. COMMITTEE MEETING MINUTES**
To receive and consider Minutes, Reports and Recommendations of Committees (other than separate agenda items) :-
 - 4.1 Planning and Services Committee**
To receive the Minutes of the Meetings held on 15th February and 6th March 2018 (attached unless previously circulated), and to receive the Clerk's report on issues raised at the meetings.
 - 4.2 Recreation and Open Spaces Committee**
To receive the Minutes of the Committee Meeting and Advisory Committee Meeting, held on 8th February 2018 (attached unless previously circulated) and to receive the Clerk's report on issues raised at the meetings.
 - 4.3 Finance and Policy Committee**
To receive the Minutes of the Meeting held on 22nd February 2018 (attached unless previously circulated), and to receive the Clerk's report on issues raised at the meeting.
 - **Including to approve recommendation for payment of Clerk's additional hours (F&P Min. 94 and FC Min. 146 refer)**

5. ADJOURNMENT FOR PUBLIC SPEAKING, INCLUDING:-

The Chairman will invite those residents who have given formal notice to speak once only in respect of:

- a) business itemised on the agenda and residents shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents group
- b) if time permits, any other business not itemised on the agenda for which no discussion/decision is permitted and residents shall not speak for more than **2 minutes**

6. DISTRICT & COUNTY REPORTS

To receive reports from the District and County Councillors present.

7. SPORTS PAVILION REBUILD PROJECT

To receive verbal progress update, consider matters and approve costs as detailed below:-

- To receive Notes of the Steering Group meeting on 7th March 2018 (if available)
- To consider terms for the formal appointment of MacConvilles Surveying Ltd and Miller Bourne under RIBA Standard Form of Appointment (part paper copied to Council)
- To consider appointing legal advice regarding formal contract with MacConvilles Surveying
- To approve payment of costs for work undertaken by Miller Bourne Architects and MacConvilles Surveying in the region of £25,000
- To consider quotations and recommendations for necessary structural and civil engineering services up to £5,000 (copied to Council)
- To consider quotations and recommendations for necessary mechanical and electrical engineering surveys up to £5,000 (copied to Council)
- To consider quotations and recommendations for CCTV drains survey at a cost of £750 per day for 2-3 days (copied to Council)
- To approve preparatory work on Business Plan / Presentation document for the purposes of securing project funding
- To consider future management of Sports Pavilion

8. PROFESSIONAL VAT ADVICE SERVICE

To consider guidance and quotations for professional advice to the Council regarding VAT implications for the Sports Pavilion rebuild project (copied to Council)

9. UNDERGROUND WATER LEAK AT SPORTS PAVILION SITE

To consider report on work carried out to locate and repair leak from underground water supply to pavilion and consider quotation for removal and replacement of pipe following detection of subsequent leak, at a cost of £1500 + VAT (copied to Council) (Min.155, 15.2.18 refers)

10. NEIGHBOURHOOD WARDEN STEERING GROUP

To note first meeting of newly established Steering Group on 5th March 2018 and key points arising, and to approve the recommendations (copied to Council).

11. NEIGHBOURHOOD PLAN - UPDATE

To receive verbal progress report, including recent site assessments exercise.

12. HDC RURAL CAR PARKS STRATEGY AND IMPACT ON ON-STREET PARKING

To receive response from District Council following Parish Council's submission and HDC review of Pulborough car parking (copied to Council)

- 13. CASUAL VACANCY**
To note the casual vacancy following the resignation of Cllr S Hancock and consider whether to co-opt to the Council (subject to no by-election being called following statutory notice period)
- 14. TO CONSIDER REQUEST TO RESTORE 'ITEMS TO BE INCLUDED ON NEXT AGENDA' FOR COUNCIL AND COMMITTEE MEETINGS**
Cllr Tilbrook to report
- 15. VILLAGE MARKET**
To agree Councillor attendees at the market on Saturday 24th March 2018.
- 16. REPRESENTATIVES ON OUTSIDE BODIES**
To receive reports from Members representing the Council on other organisations.
- 17. CORRESPONDENCE**
To note items of correspondence as per list circulated (copied to Council).
- 18. PAYMENTS**
To approve the payments for signing (details to be circulated prior to meeting).