



# 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](mailto:clerk@pulboroughparishcouncil.gov.uk)

### **MINUTES OF A MEETING OF PULBOROUGH PARISH COUNCIL HELD ON 15<sup>TH</sup> MARCH 2018 AT PULBOROUGH VILLAGE HALL**

- PRESENT:** Cllrs: Qusted (Chairman), Bignell, Clarke, Court, C. Esdaile, J Esdaile, Hare, Henly, Kay, Kipp, Reddin, Tilbrook and Wallace
- IN ATTENDANCE:** Mrs H Knight (Clerk)  
County Cllr P Arculus (part of meeting)  
2 members of the public (part of meeting)

*The meeting opened at 7.30pm*

**168. APOLOGIES FOR ABSENCE**

Apologies for absence were received and approved from Cllr Lawson due to ill health.

**169. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

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

**170. MINUTES OF FULL COUNCIL**

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 15<sup>th</sup> February 2018 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

**171. COMMITTEE MEETING MINUTES**

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

**171.1 Planning & Services Committee**

Members received the Minutes of the Meetings held on 15<sup>th</sup> February and 6<sup>th</sup> March 2018. There was no Clerk's report.

**171.2 Recreation & Open Spaces Committee**

Members received the Minutes of the Advisory and Committee Meetings held on 8<sup>th</sup> February 2018. There was no Clerk's report.

**171.3 Finance & Policy Committee**

Members received the Minutes of the Meeting held on 22<sup>nd</sup> February 2018. There was no Clerk's report. Members **APPROVED** the recommendation regarding payment of additional hours for the Clerk (F&P Min. 146 refers).

**172. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**173. DISTRICT AND COUNTY REPORTS**

County Cllr Arculus had sent her apologies that she would probably arrive late due to another commitment. The Chairman indicated that she could be given an opportunity to report later in the meeting.

Cllr Clarke reported as a District Councillor on several HDC matters. He updated the meeting on the Piries Place car park project; HDC were appointing contractors to build 17 flats for temporary housing accommodation in place of using B&Bs; Under the Local Plan Review, various policies were being reviewed including Employment Sites which will be out for consultation soon. For Pulborough, Broomers Hill Lane had been identified. Other aspects being reviewed included sustainable rural buildings, BUAB and tourism sites, and the Toat site had been identified as a potential tourism site for Pulborough.

**174. SPORTS PAVILION REBUILD PROJECT**

**174.1** The Notes of the Sports Pavilion Development Steering Group/Design Team meeting on 7<sup>th</sup> March 2018 were received (circulated). Members also noted receipt of the Proposed Budget Cost Estimate, which had been discussed at that meeting.

**174.2** The terms for the formal appointment of MacConvilles Surveying Ltd and Miller Bourne under the RIBA Standard Form of Appointment were considered. It was **RESOLVED** that the Clerk would seek legal advice on the contract in the first instance and report back. It was hoped that appropriate local professional advice could be sourced, however experience of parish councils and contracts would be a priority.

**174.3** Council considered the request for payment of work/services by MacConvilles Surveying and Miller Bourne (architect) of circa £25,000. It was recognized that certain costs had been borne and would require due payment, however Members were concerned that this figure was considerably higher than expected at this early stage, amounting to a higher than anticipated percentage of fees for the project, particularly given that no formal appointment had been signed yet. They also considered that a breakdown of charges entailed was required before agreeing payment. It was noted that MacConvilles would submit an invoice against which payment would be made, once approved. It was **RESOLVED** that the Clerk would convey the Council's view to MacConvilles and also suggest that a figure in the region of 10 or 12% would be deemed more realistic at this point.

**174.4** Members considered MacConvilles' request to authorise expenditure on necessary structural and civil engineering surveys and mechanical & electrical engineering surveys of £5,000 each, total £10,000 as per quotations provided, with recommendation to appoint SWP for the Structural Engineering and Crofton Design for the M&E design. It was noted that this had been reduced from the original £10,000 per survey to accommodate the Council's concerns regarding costs and that expenditure of up to £10,000 was deemed necessary by MacConvilles in order to ensure co-ordination and progression of the initial design. Following discussion Members felt that more explanation was required as to the necessity of this expenditure at this stage. It was **RESOLVED** that the Clerk advise MacConvilles accordingly and that, other than essential work at this stage, the Council would not be able to progress the project further in terms of expenditure until project funding was more confidently known.

**174.5** It was **RESOLVED** to approve the recommendation from MacConvilles that 1<sup>st</sup> Clearflow Ltd carry out essential CCTV drainage surveys at a cost of £750 + VAT per day for up to 2-3 days' work.

**174.6** Members discussed the need for a professional presentation document to accompany funding applications, and the Chairman advised that he had made a start on compiling information needed. The Chairman of the Finance & Policy Committee was also working on financial projections to form a suitable business case. Members **AGREED** to approve that the Chairman could pass a draft document, when ready, to Eye Level Design to assemble a brief for a brochure, at a cost to be confirmed but not in excess of £100.

The Chairman of Finance & Policy Committee advised that as part of the fact finding to support a business case/funding applications, the sports clubs and Social Club had been asked (via R&OS Committee) to provide details of their club member numbers, demographics, history etc. The Council was unlikely to be able to raise project funding just through the precept and borrowing was likely to be prohibitive, so it was imperative to seek external grant financing.

- 174.7** Some discussion took place around plans for future management of the sports pavilion and associated bar. It was noted that the Social Club is now financially more stable than previously. Options for future management included Council management; a board comprising the clubs; current arrangements; differently structured social club, etc.. It was **AGREED** to make this an item for the next agenda.

**175. PROFESSIONAL VAT ADVICE SERVICE:  
To consider guidance and quotations for professional advice to the Council regarding VAT implications for the Sports Pavilion rebuild project**

Members considered the previously circulated information received following the Clerk's investigation into various sources of VAT advice, together with a further response circulated at the meeting. Also considered were two quotations from professional advisers and two additional quotations were still awaited. It was acknowledged that this was a very complicated area and whilst a level of initial advice was freely available, in order to ensure compliance with legislation and the most economical options for the Council, it would be necessary to appoint professional assistance for in depth analysis of the Council's situation. It was **RESOLVED** that DCK Accounting Solutions be appointed as per their quotation for VAT consultancy, at a cost of £1,119.20 + VAT for an analysis visit and subsequent report. The Clerk would contact the consultant to arrange a meeting as soon as possible and advise Council accordingly.

**176. UNDERGROUND WATER LEAK AT SPORTS PAVILION  
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 (Min. 155 15.2.18 refers)**

Following consideration of the report from Water Supply Services Ltd (circulated), it was **RESOLVED** to approve the cost of this urgent additional work as per their recommendation, which it was anticipated would resolve all leaks by replacing the original pipe that had probably reached the end of its life.

**177. NEIGHBOURHOOD WARDEN STEERING GROUP  
To note first meeting of newly established Steering Group on 5<sup>th</sup> March 2018 and key points arising, and to approve the recommendations made**

The bullet points and recommendations from the new Neighbourhood Warden Steering Group meeting were noted. It was **RESOLVED** to **APPROVE** the new arrangements for the Steering Group to consist of the two Councillor representatives, the Neighbourhood Wardens, the Clerk (ad hoc) and HDC representation. Steering Group meetings would normally be held monthly and ahead of Council meetings. The Council's representatives, Cllrs Henly and J Esdaile, or the Clerk/parish office, would be the reporting conduit between Council and the Neighbourhood Wardens, and there would be a standing item on the Council agenda for reporting. Other groups and bodies should report issues through the Council, however, the Neighbourhood Wardens could still be contacted direct by residents for day to day issues. More strategic matters would be directed by the Council. The following points were also **AGREED** by Council:

- The wardens would be known as Pulborough Parish Neighbourhood Wardens;
- The Neighbourhood Wardens would attend new Youth Club sessions for Yrs 7-11, possibly one warden at a time with the other on other duties, to engage with a particular group they had already been involved with;
- Change in shift pattern to accommodate Youth Club attendance once or twice per month;

- The Neighbourhood Wardens would continue working with St Mary's School and its School Parking Working Group to resolve parking issues around the vicinity of the school.

Members were reminded of the invitation to accompany the Neighbourhood Wardens out on a shift and Cllrs should contact the wardens to arrange this.

**178. REPORT FROM COUNTY COUNCILLOR**

It was **RESOLVED** that as Cllr Arculus was now present, she be allowed to speak from the public gallery to report on matters of mutual County/Parish interest.

Cllr Arculus discussed the Village Transport Plan with Members and asked whether this would be revised as it was a 2010 document, as WSCC needed to know what the parish priorities are. During discussion it was established that whilst the VTF is still 'live', a current interpretation of the needs for Pulborough would evolve through the Neighbourhood Plan.

Concern was expressed regarding WSCC S106 funds for highways improvements not being spent despite being allocated for Pulborough and Cllr Arculus confirmed she was trying to get this looked at.

Query was raised regarding the recent Lower Street regeneration work and whether this had been fully completed. It was noted that as funding had been restricted, not all items on the drawing proposals had been implemented and it was understood that the intention was for County to deliver the project in phases, of which phase 1 was complete. As there appeared to be a degree of confusion over what was agreed during informal meetings, it was **AGREED** that the Clerk forward a copy of the drawing to Cllr Arculus to clarify the situation going forward.

**179. NEIGHBOURHOOD PLAN - UPDATE**

Members were advised that the Neighbourhood Plan Steering Group had been going through the Site Assessment process, the results of which were pending final review, which would then be incorporated into the new Neighbourhood Plan. It was anticipated that the Steering Group would be able to progress the Neighbourhood Plan to Reg. 14 in the next few months. Having received some free technical support via Locality for the Housing Needs Assessment, another bid for further free technical support in reviewing the site assessments had been submitted, the outcome of which was awaited.

**180. 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**

Members noted the communication from HDC Head of Parking Services (previously circulated). The report detailed the District Council's survey of Pulborough's car parking situation and concluded that there was little evidence to support offering free parking. Members were disappointed to note this. Frustration was expressed regarding the situation, and continued issues of illegal/inconsiderate parking. It was noted, however, that the HDC review had resulted in improvements to WSCC Highways signage, which was now enforceable, and some increase in HDC enforcement patrols.

**181. 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)**

Following discussion, it was **RESOLVED** that, if no by-election is called by the due date of 21<sup>st</sup> March 2018, the Clerk will advertise the casual vacancy in the usual way for co-option by the Council.

**182. TO CONSIDER REQUEST TO RESTORE 'ITEMS TO BE INCLUDED ON NEXT AGENDA' FOR COUNCIL AND COMMITTEE MEETINGS**

Cllr Tilbrook gave a brief verbal report on his proposal. Whilst removal of the item several months ago had made meetings shorter, he felt that an element of airing local

knowledge was lost, although it was understood that items should put forward should not be debated, only proposed for future discussion. Members debated for and against reinstatement of the item. The Clerk advised that such items very easily became a vessel for 'Any other business' which was not good practice. Should the item be restored, it was up to Members to offer items rather than chairmen asking each Member if they had an item and Members would be expected to follow up their request with a written proposal for debate/decision to assist clerks in forming agenda items and for clarity, as per Standing Orders regarding submission of Motions. It was **RESOLVED** to restore the item 'Items to be included on next agenda' for Council and Committee meetings on this basis.

**183. VILLAGE MARKET**

It was **AGREED** that Cllrs Qusted, Henly, C Esdaile and J Esdaile would cover the Council's stall at the market on Saturday 24<sup>th</sup> March 2018.

**184. REPRESENTATIVES ON OUTSIDE BODIES**

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

- Cllr Hare had attended a meeting discussing the initiation of the process to start ArNav, a version of SatNav, and he would be attending the APCAG meeting next week
- Cllr Qusted had attended the CLC meeting at Steyning. Members were briefly apprised of the new County Council grant funding process which would use a Crowdfunding platform. It was noted that this may be a viable route to secure funding of the PPC new Sports Pavilion and the Clerk would investigate
- Cllr Qusted had attended the latest Pulborough Village Hall Trustee meeting
- Cllr Qusted had attended one of the Fairtrade Fortnight events as Chairman of the Council

**185. CORRESPONDENCE**

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk drew attention to some items of note, including correspondence from an individual opposed to the planned Velo South event on 23<sup>rd</sup> September 2018, and the email (forwarded) from the leader of WSCC outlining reasons for County and District Council support for the event. Following some discussion, it was **AGREED** that Members' objection to the event in principle be recorded, although it was acknowledged that the event will be going ahead.

**186. PAYMENTS**

Members approved the following payments / direct debits and the cheques were signed:-

<b>Payee</b>	<b>£</b>
Horsham District Council	304.20
Horsham District Council	80.78
Kent County Council	180.38
McVeigh Parker & Co Ltd	61.45
West Sussex County Council	8396.69
Daisy Communications Ltd	20.66
National Westminster	16.80
Horsham District Council	172.90

***The meeting closed at 9.45pm***

.....Chairman

.....Date

**WSCC**

Details of drop-in funding event prior to CLC meeting on 7.3.18 (previously copied to Cllrs and posted on noticeboards/social media)

**Sussex Police**

- Press release/article from PCC office headlined 'Strengthening local policing'
- PCC Newsletters 9.2.18, 16.2.18 and 2.3.18

**In the Know alerts**

- Neighbourhood Watch 2.3.18 Being neighbourly in cold weather
- SGN Boiler or appliance issues 2.3.18
- Sussex Police Horsham Weekly Bulletin 2.3.18 and Burst Water Pipes Across Sussex 5.3.18

**Neighbourhood Watch**

NRA email regarding cold callers in Nutbourne area and residents' concerns, and Neighbourhood Wardens response

**SALC / NALC**

Police responses to questions put to Chief Constable at SALC/Police meeting 17.11.18 and minutes of the meeting

**Pulborough Village Market**

Notes from Mr L Ellis from market held 24.2.18

**Pulborough Society**

Agenda for meeting 24.3.18 and Newsletter 259

**Older Peoples Forum**

Meeting details and Questions for MP opportunity 2.3.18 (previously forwarded to Cllrs)

**APCAG**

Details of next meeting 21.3.18

**CAGNE**

Details of CAGNE AGM 25.2.18

**LAT**

Minutes of meeting 14.2.18

**NRA**

Minutes of AGM 23.1.18

**RAF Centenary Event**

Details of Military Memories Tea Party, Thursday 5.4.18, 2.30-4pm, Crawley Library - free event open to all RAF veterans, their families and anyone interested in RAF - limited spaces please reserve place by phone: 0330 22 23883 or email: [ArmedForces@westsussex.gov.uk](mailto:ArmedForces@westsussex.gov.uk) or write to WSCC FAO Sally Manning, Parish & Town Councils and Local Governance Team, Room 237 County Hall, West Street, Chichester PO19 1RQ

**Residents/Public**

Copy of letter from resident to WSCC Director of Highways & Transport regarding recent Lower Street road works.

Email from resident advising of West Sussex 100 mile cycle ride on 23.9.18

Email from member of public to Velo South Team (copied to Sussex Councils) objecting to Velo South Event in West Sussex on 23.9.18 (copied to Cllrs at MOP request)

Broadford Bridge Action Group: Weald Action Group leaflet on acidisation (Copied to Cllrs at sender request)

**Publications**

Clerks & Councils Direct January 2018 issue 115 and March 2018 issue 116

Mary How Trust Spring-Summer 2018 newsletter