



# 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 February 2018 at 7.30pm.**

**Heather Knight  
Clerk**

**Dated 8th February 2018**

Swan View, Lower Street, Pulborough, RH20 2BF  
Tel: 01798 873532 [clerk@pulboroughparishcouncil.gov.uk](mailto: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 18th January 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 18th January and 1st February 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 11th January 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 25h January 2018 (attached unless previously circulated), and to receive the Clerk's report on issues raised at the meeting.
- 5. ADJOURNMENT FOR PUBLIC SPEAKING, INCLUDING:-**
  - **Report from Neighbourhood Wardens, if available**

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. HDC PUBLIC SPACE PROTECTION ORDER DESIGNATION SIGNAGE**

To approve proposed PSPO sign locations, or suggest additional or alternative sites

**8. SPORTS PAVILION REBUILD PROJECT:**

*(Supporting report, quotations and other papers for this item to follow)*

- To receive Notes of the meeting with user groups on 24<sup>th</sup> January 2018 (attached)
- To note updated outline proposals as a result of user group feedback from 24<sup>th</sup> January 2018 and agree to freeze the design layout, subject to possible repositioning of pavilion to suit existing services
- To approve underground drainage/sewer records search at a cost of £150 to assist in assessment of possible pipe diversion work required/final pavilion position
- To consider and approve terms for the formal appointment of MacConvilles Surveying Ltd and Miller Bourne under RICS Form of Appointment
- To approve payment of costs for work undertaken by Miller Bourne Architects and MacConvilles Surveying - costs to be advised
- To consider quotations and recommendations for necessary structural and civil engineering services
- To consider quotations and recommendations for necessary utilities survey/searches to understand location of existing gas, water, electric and telecommunications
- To consider quotations and recommendations for necessary asbestos survey prior to demolition of existing pavilion
- To consider quotations and recommendations for necessary soil investigation services to inform foundation design
- To approve applications to external funding sources for the new build

**9. SPORTS PAVILION WATER LEAK**

To consider quotations and approve urgent expenditure to locate and repair leak from underground water supply to pavilion (Min. 71, F&P 25.1.18 refers) *(also discussed at R&OS 8.2.18, minutes not yet available)* (Papers copied to Council)

**10. RSPB/PCP WILDART TRAIL**

To approve R&OS Committee recommendation of Council letter of support for Pulborough Community Partnership application to HDC for S106 funding of the project *(agreed at R&OS meeting 8.2.18, minutes not yet available)* (Draft letter copied to Council)

**11. NEIGHBOURHOOD PLAN - UPDATE**

To receive verbal report of progress regarding site assessments

**12. GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Report on Clerk and Deputy Clerk attendance at SALC training, to note action required, including data audit review and associated cost, to ensure Council GDPR compliance (papers copied to Council)

- 13. FINANCE & POLICY COMMITTEE MEETING CHANGE OF DATE**  
To approve change to scheduled meeting date from Thursday 22<sup>nd</sup> March to Wednesday 21<sup>st</sup> March 2018
- 14. ROYAL BRITISH LEGION WW1 CENTENARY COMMEMORATIONS 2018**  
To consider invitation from RBL to participate in 'The Silent Solder' initiative (copied to Council)
- 15. SOUTH & SOUTH EAST IN BLOOM**  
To consider invitation to enter free Parish in Bloom category of S&SEIB 2018 Campaign (copied to Council)
- 16. WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS**  
To note WSALC Spring Conference Programme 6<sup>th</sup> March 2018 and approve any Cllr/Officer attendance requested at a cost of £45 + VAT (Copied to Council)
- 17. VILLAGE MARKET**  
To agree Councillor attendees at the market on Saturday 24th February 2018.
- 18. REPRESENTATIVES ON OUTSIDE BODIES**  
To receive reports from Members representing the Council on other organisations.
- 19. CORRESPONDENCE**  
To note items of correspondence as per list circulated (copied to Council).
- 20. PAYMENTS**  
To approve the payments for signing (details to be circulated prior to meeting).
- 21. STAFFING**
  - To consider request from two members of staff for extended leave arrangements  
(*verbal report from Clerk*)

***Item 20 may contain confidential matters and therefore require a resolution to exclude public and press (SO 1c refers)***