



PULBOROUGH PARISH COUNCIL

Working together for a better future

PULBOROUGH PARISH COUNCIL

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MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH COUNCIL 21st APRIL 2016 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs Qusted (Chairman), Clarke, Court, C Esdaile, J Esdaile, Hare, Henly, Kay, Kipp, Lawson, Mortimer, Tilbrook & Wallace

IN ATTENDANCE: District Councillor Brian Donnelly, Richard Keatley (Chairman PPNP Steering Group), Ian Whatmore (Elite Garages), Caroline Hoare (Post Office Counters Ltd), Amanda Philips & Karen Brooks (Tesco), 12 members of the public and Lisa Underwood (Acting Clerk).

The meeting opened at 7.30pm

168. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. Reddin.

169. DECLARATIONS OF INTEREST

There were no declarations of interest

Before the meeting started the Chairman wished to record the Parish Council's good wishes for the Queen's 90th birthday.

170. MINUTES

170.1 Full Council

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held 17th March 2016 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Item 156 - Adjournment for Public Speaking

The P&S Committee discussed this at their meeting on 7th April 2016 and have forwarded the following comments in response to the West Sussex Joint Minerals Local Plan consultation:

- There needs to be more core samples collected to show the variation of mineral quality across the site.
- There could be an impact on the traffic through Pulborough. How much sand will be extracted, how many lorry trips per day will be made and which route will be taken?
- European Planning Regulations state that significant development is subject to rigorous constraints in close proximity of a nature reserve. This has not yet been considered.
- The site is small and probably not economically sustainable.

170.2 Planning & Services Committee

Members received the Minutes of the Meetings held 17th March and 7th April 2016.

Clerk's Report

Nothing to report.

170.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 24th March.

Clerk's Report

Nothing to report.

170.4 Recreation & Open Spaces Committee

Members received the Minutes of the Meeting held 10th March 2016 (Clerk's report already advised to R&OS Members at their meeting on 14th April 2016).

Clerk's Report

Item 127 - Trim Trail (now called Outside Gym Equipment).

The Assistant Clerk requested a revised quotation and raised the queries put forward by ARD. Sovereign have advised that the re-surfacing requested will take the project way over budget, so the Assistant Clerk advised them to add the reduced Technix surface to the revised quotation. This has yet to be sent and so will be added to the next available R&OS agenda for discussion.

Item 129 - Nutbourne Common Recreation Ground (NCRG)

The Assistant Clerk requested a quotation for the trees, but Millfarm Plants are unable to source an Alder Buckthorn. The Assistant Clerk will obtain a quotation from elsewhere and add this item to the next available R&OS agenda for discussion.

171. ADJOURNMENT FOR PUBLIC SPEAKING

The Chairman welcomed Mr Dennis Parker who had given notice to speak on behalf of the 'Drovers Lane Residents Association' and 'Keep Pulborough Green Action Group' under agenda item 4a (business itemised on the agenda) regarding agenda item 8 the Pulborough Parish Neighbourhood Plan.

Meeting adjourned : 7.40pm

Meeting reconvened : 7.44pm

The Chairman thanked Mr Parker for his comments.

The Chairman welcomed Amanda Phillips who had given notice to speak under agenda item 4b (business not itemised on the agenda) regarding Tesco & the community.

Meeting adjourned : 7.44pm

Meeting reconvened : 7.47pm

The Chairman thanked Amanda Phillips for her comments. It was noted that a Pay Point will shortly be installed in Tesco, Pulborough.

172. POST OFFICE

The Chairman welcomed Ian Whatmore from Elite Garages and Caroline Hoare from Post Office Counters Ltd to speak regarding the proposed location of a Post Office branch at Elite Garages, London Road, Pulborough and the resulting planning application which has been submitted to HDC and discussed by the Planning & Services Committee on 7th April 2016.

Members raised concerns regarding inadequate parking spaces, petrol and stock delivery vehicles, pedestrian customers safety and extra traffic and footfall due to the forthcoming closure of Harwoods petrol station. It was commented that a petrol tanker delivering this week had parked on the roadside causing long tail backs towards the railway bridge. Ian made the following comments in response to these concerns:

- New petrol pumps will be installed with longer hoses, which will fill up petrol quicker and which will be spaced further apart.
- There is already a parcel service run from Elite garages.
- Tanker drivers usually take 1-2 mins to reverse into Elite Garages, but there was a new driver delivering this week, which caused the traffic problem.
- There are currently 1 to 2 tanker deliveries per week; if the plan goes through there will be 2 to 3 deliveries, but the forecourt will be closed whilst the fuel is being dispensed.
- There are 9 designated parking spaces and the use of the jet wash space when not in use. Cllr. Tilbrook suggested that cars waiting for MOT and services could be parked in the Chequers Hotel car park if an arrangement is made with the owner. Ian said he will make enquiries about this.
- A Pay Point machine will be installed.
- Where the pole sign currently is there is space for 2 vehicles, but they are not used as it a little tight, Ian commented that if Elite were to encroach a little onto their land this could make that area wider. Cllr. Quedstedt suggested that a lay-by could be created with a re-design to the highway; Ian could look into this matter with WSCC Highways.
- There will be a designated customer walkway off the main pavement, which has been agreed with the PO already.
- The trading hours of 16 hours per day, 7 days a week, will be longer than that of a normal PO, so hopefully people will use the PO outside of the normal core hours as well, spreading out the footfall and traffic.
- There is a designated disabled parking bay.

Caroline Hoare pointed out that there was less parking at the PO in Gatleys and there was no designated disabled bay. Members commented that it was easier for elderly residents to get to Gatleys as it was on a flat surface. Caroline did acknowledge that there was no direct bus route to get to the proposed new PO.

Caroline left some consultation booklets with the Cllrs for them to distribute accordingly. Cllr. Quedstedt suggested that after hearing the comments this evening, this matter should be put back on the next P&S agenda to discuss the response to the PO consultation from the Parish Council and to discuss the option of reconsidering the comments made on the submitted planning application. All Members AGREED to this suggestion and instructed the Acting Clerk to add to the next agenda.

173. DISTRICT AND COUNTY

District Cllr. Donnelly advised that a new Director of Finance, Jane Eaton, has been appointed.

There are still financial issues for the District Council. One of the cost cutting exercises is to look at sharing services with 2 or 3 other Councils, for example legal and internal audit services. Some services are already shared like IT services.

There will soon be a consultation regarding rural car parking charges as this needs to be looked at as there is a wide differential between rural parking charges and that of the station.

There are developments planned for Horsham; Swan Walk is being extended to include a 5 screen cinema, Wilkinsons will be on one level and there will also be additional restaurants in that area. There will be a £30 million retail investment in Horsham over the next 24 months.

Cllr. Donnelly commented that it was upsetting news about Pulborough's Neighbourhood Plan and HDC want to help with this matter and hopefully this will be resolved soon.

Cllr. Kipp wanted to know, given the financial issues, why are there 3 HDC representatives doing a survey on refuse collections. Cllr. Donnelly advised that this is money well spent as they are looking at savings in this area, without it compromising resident's satisfied current service.

District Cllr. Clarke advised that there will be a district meeting next week to look at draft planning obligations and affordable housing.

174. PAVILION

Cllr. C Esdaile advised that he has met with the builder Philip Goring, who stated that he does not need a site visit to our sports hall being very familiar with the building, his firmly expressed view is that our building needs to be completely demolished and started again and volunteered that he would budget in the region of £1500 / sq. m. excluding demolition and temporary accommodation. Cllr. Esdaile said as that is over the budgeted amount of £950,000 (incl vat) a scheme should be designed with that budget and noted that 'Studio 5' were going to be consulted on this.

Cllr. Quedstedt advised that whilst meeting with PCP, Len Ampstead said there was an old plan from 2001 in the Parish Office and maybe the Parish Council can use the existing footprint of this plan, if it still fits. Cllr. Quedstedt will look for this plan and see if this can be used.

175. PULBOROUGH PARISH NEIGHBOURHOOD PLAN (PPNP)

Cllr. Quedstedt commented that the report on Storrington's Neighbourhood Plan was an interesting read and it seems that Parish Councils need to be planning experts for producing a Neighbourhood Plan, rather than producing a plan at a community level.

He also commented that HDC undertook a site visit of the land at New Place Nurseries and had come to the conclusion that, in their opinion, the site was greenfield, against the advice given by the Parish Council's consultants. HDC acknowledge that it was their responsibility to pick this up at Regulation 14 stage (out to local consultation) before going to Regulation 16 stage (out to public consultation) and have apologised for failing to do so.

Cllr. Quedstedt read out a report summarising the situation, which is attached to these minutes as Appendix 2.

Cllr. Quedstedt summed up that there are two proposals to consider:

1. Abandon the Plan.
2. Continue with the plan, only on the basis that we receive proper and clear guidance from HDC as to their overall preferred strategy, particularly in the light of Storrington.

Members discussed the options fully and at length and it was then proposed by Cllr Tilbrook, seconded by Cllr J Esdaile and AGREED by a majority vote to pursue Option 2.

Cllr. Quested would also like to seek approval for the following:

- Write to HDC to express the Parish Council's disappointment that it has taken some 14 weeks for them to come to their decision and to make it clear that the Parish Council can only go forward if they undertake to support the Parish Council far better than they have to date.
- Write to Nick Herbert, express concern about the way the Neighbourhood Plans are being distorted from the original concept and ask him to raise this matter at national level.
- Authorise the Steering Group to publicise recent developments to the community via the Bulletin and any other press release they feel necessary.

Members AGREED to these points and instructed the Acting Clerk to liaise with Sally Cooper, the Neighbourhood Plan Administrator, accordingly.

176. CO OPTION

Members noted that following the resignation of Elizabeth Wallace, the statutory notices had been erected for the required time but no call for a by-election had been made and therefore the Parish Council was free to co opt to fill the vacancy.

Members received a letter of introduction from the one candidate, Mr John Cranham.

As per Standing Order 12a, as only one candidate had applied for the vacancy, it was proposed with all in favour that Mr Cranham be co opted to the Parish Council.

Mr Cranham requested to serve on the Planning & Services Committee and it was noted that the first meeting to which he can be summoned will be the 5th May 2016 meeting. The Acting Clerk will arrange for the Declaration of Acceptance of Office and Register of Members Interests to be completed.

RESOLVED: Mr John Cranham be co opted as Parish Councillor to Pulborough Parish Council.

177. VILLAGE MARKET

Members noted that Mr Lawrie Ellis had confirmed that he was happy to continue to set up the Village Market stand. It was AGREED that Cllrs Wallace & Kipp would assist him at the market on 23rd April 2016.

178. REPRESENTATIVES

Cllr. Hare advised that he has attended two meetings with the Gatwick Management and Arrivals Review teams as the representative for the Association of Parish Councils Aviation Group (APCAG). Reports of these meetings have been circulated under 'Correspondence'. All the recommendations of the independent Arrivals Review have been accepted by Gatwick. Cllr. Hare commented that the setting up of APCAG was good timing as a Noise Management Board (NMB) is being set up, which will comprise of members from each of the key aviation stakeholders, as well as County Councils and Community Groups. Two seats at the NMB have been allocated for Community Noise Groups, one for East and one for West of Gatwick. Each Parish Council and Town Council is invited to nominate a representative for the NMB. (This information has been circulated under 'Additional Correspondence'). Cllr. Hare advised that a member of APCAG wishes to be put forward to be the representative and requested the Parish Council forward a proposal endorsing this. Cllr. Hare will draft correspondence for the Acting Clerk to send on behalf of the Parish Council. Cllr. Hare commented that the Clerk was instructed to make enquiries regarding SALC's advice about Parish Councils contributing to Campaign Groups, but he has heard nothing back. Cllr. Hare questioned APCAG being a Campaign Group, they are really a conduit between Gatwick and communities. The Acting Clerk will look into this.

Cllr. Tilbrook advised that he had held a meeting with Southern Water & Tesco regarding the drainage and sewerage problems. They have agreed to obtain data to help assess and rectify the problem. A solution will also involve the property management company of Spiro Close. Cllr. Tilbrook will also mentioned to Southern Water the flow meters that have not been installed on Codmore Hill. Cllr. Tilbrook will provide a further report in due course.

Cllr. Wallace would like to receive a report on PCP and how the Parish Council are working together, he noted a copy of their meeting minutes has been circulated under 'Correspondence'. Cllr. Quedstedt advised that himself, Richard Keatley and David Hurst had a post event meeting after the successful Piazza Italia Tour and will be looking to put on this event annually. Cllr. Quedstedt would like to record the Parish Council's thanks for all the work David did to organise this event. Richard Keatley is progressing with the Community Action Plan and the Harvest Fayre is being lead under 'new management'. Cllr. Quedstedt commented that he would like the Parish Council to re-look at their Committees as there is sometimes too much talking and not enough doing and he would like the PCP to be involved in this. Finally, as the Parish Council can't take charge in a Community Land Trust, it would be hoped that the PCP and others could be involved in this.

179. CORRESPONDENCE

The Correspondence is attached as Appendix 1.

180. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA

- **Disabled Parking Bay in Library Car Park (P&S) (CE)**

181. PAYMENTS

Members approved the following payments and the cheques were signed.

Payee	£
Viking	187.06

The meeting closed at 9.04pm

.....Chairman

.....Date

CORRESPONDENCE

FC 21st April 2016

All correspondence is available to view at the Parish Office (or can be forwarded via email) unless attached and marked Copied to Council.

Neighbourhood Planning

- i). Press release regarding Storrington & Sullington and Washington Neighbourhood Plan. Copied to Council.
- ii). Copy correspondence from residents of Drovers Lane regarding Pulborough Parish Neighbourhood Plan. Copied to Council.

West Sussex Fire & Rescue Service Stop the Cuts

Newsletter from campaign group.

Sussex Police

Adur, Worthing Horsham Monthly Update - February & March 2016. Copied to Council.

HDC

- i). Italian Market in Pulborough. Copied to Council
- ii). Horsham District Local Plan Newsletter (Spring 2016). Copied to Council
- iii). SHELAA - Call for Sites 2016

LAT

Minutes of meeting 6th April 2016.

WSCC

Operation Watershed re-launch.

PAGNE

- i). Minutes of AGM. Copied to Council.
- ii). GAL Arrivals Review Meeting Minutes Copied to Council.
- iii). Gatwick accepts all 23 recommendations of Independent Arrivals Reviews. Copied to Council.

SALC

- i). Meeting with the Sussex Chief Constable (deadline for topics 9th May 2016). Copied to Council
- ii). Invitation to attend Police Update Roadshows. Copied to Council.

Resident Letters

- i). 3no emails from residents regarding development of New Place Nurseries. Copied to Council
- ii). 1no copy of residents feedback form to the Catesby Estates Ltd exhibition about plans for New Place Nurseries. Copied to Council
- iii). 1no email from resident regarding Post Office relocation to Elite Garages. Copied to Council.

Publications

- i). CPRE "Sussex Review" & "Countryside Voice" - Spring 2016
- ii). "Local Council Review" from NALC - Spring 2016
- iii). "Council Matters" from Came & CO Insurance Brokers - Spring 2016

Pulborough Community Partnership

Email from Richard Keatley (PCP) regarding CAP 2016-2021 (Please note deadline for comments now 19th May 2016). Copied to Council. **Please send in individual replies, which Richard Keatley will collate.**

Chichester District Council

Wisborough Green Neighbourhood Plan - Publication of Decision Statement.

Pulborough Society

April 2016 newsletter

Village Market

Report by Mr L Ellis of market held 26th March 2016. Copied to Council.

Sussex & Surrey Police

Cyber Crime Unit weekly news bulletin. Copied to Council.

PCP

Minutes of meeting held on 1st March 2016. Copied to Council

SSALC

- i). Governance & Accountability (G&A) for Smaller Authorities 2016 (available in Parish Office), letter advising of G&A changes (copied to Council), guide to proper practices & Local Audit & Accountability Act 2014 - Changes (copied to Council).
- ii). Restrictions on political activity before the referendum issued by SOLACE. (available in Parish Office or via email).

HDC

Email regarding the support for the charitable, community & voluntary sector. Copied to Council.

Neighbourhood Alert

Email regarding payment diversion alert. Copied to Council.

Association of Parish Councils Aviation Group) AGPAG

Press release. Copied to Council.

Gatwick Airport Ltd

Invitation to nominate a community representative for the Gatwick Airport Noise Management Board (NMB). Copied to Council.

Village Signs

Confirmation from the Clerk that a diary system for bookings for the village signs has been set up in the Parish Office.

Stagecoach

Notification of changes to Stagecoach bus services due to take place on 29th May 2016. Copied to Council.

Pulborough Neighbourhood Plan

Since the last Full Council Meeting, at which there was nothing to report regarding progress on The Neighbourhood Plan, a meeting has been held with Horsham District Council which was on the Tuesday following our last Full Council Meeting.

That meeting was fairly brief, it had to be cut short because others needed to use the room and Dr. Chris Lyons was unable to attend that meeting.

The matters of significance that did emerge from the meeting are included in a briefing from Horsham which is contained in your packs under Item 8 a.

Briefly

1. The District Council had looked further into the history of the New Place Nursery site, undertaken a site visit and had come to the conclusion that the site was Greenfield. This was against the advice given by our consultants. The District Council acknowledge and apologise for not picking up this matter earlier at the time that they should have done which was at Regulation 14 stage.

This is an important statement and needs to be minuted.

2. Stopham Road site also they now assessed as partly greenfield and partly brownfield.

This also should be minuted

The briefing paper from Horsham ended with a promise to discuss after Easter how to move things forward; that did not happen.

My own concern at that stage, for the Council, was that there appeared to be no mechanism within the Neighbourhood Planning Framework to hold up the Plan going forward to Examination at Regulation 16 stage.

There was already legislation in place for individuals, organisations or the Planning Authority to bring forward representations at the Examination stage if they needed to, including the 2 matters above referred to.

I therefore wrote to both Barbara Childs; Head of Economic Development; asking why the Plan had stalled and I also wrote to our own solicitors seeking legal advice and guidance. I still have not received a reply from either.

In the meantime, the Steering Group has met to discuss its own preferred way forward.

It was decided at that meeting to await the outcome of the decision to-night of the Council as to how we should progress the Plan.

In the meantime the Steering Group reviewed the site selection process and in light of the damning report from the examiner on Storrington's plan (See your agenda) to seek a meeting with Horsham to ensure that we work together now to ensure that the Plan moves forward or, alternatively abandon the Plan altogether.

Richard Keatley therefore contacted Maggie Williams, head of Neighbourhood Planning who, somewhat surprisingly, agreed to meet both Richard and I on Tuesday-that was 2 days ago.

As a result of that meeting I can now confirm that Horsham are holding up the Plan, mainly in the light of the examiner's report on Storrington, under Schedule 4B of the Town and Country Planning authority and they also confirmed that the Plan is theirs, under their control and any representations at this stage should be made to them only.

They assured us also that it is their intention to work with us between now and Examination. They felt that we had selected the most sustainable sites; they are simply concerned not to go forward until fully satisfied, for fear of legal action. It is worth noting that the legal hurdles that Neighbourhood Plans are now faced with are not what was originally envisaged by the Localism Act. The intention was to support communities in creating a locally-informed plan mandated by referendum with light touch planning oversight to prevent serious error or abuse. Instead, the work of community volunteers is now being scrutinized at the same level as a district council's local plan.

Whether that means that we have to go back to Regulation 14 stage or Regulation 16 stage neither they nor ourselves are yet clear.

Cllr. R Quested