



# 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 22<sup>ND</sup> NOVEMBER 2018 AT PULBOROUGH VILLAGE HALL

**PRESENT:** Cllrs: Qusted (Chairman), Bignell, Clarke, Caplin, Court, Hare, Henly, Kay, Kipp, Lawson and Wallace

**IN ATTENDANCE:** Mrs H Knight (Clerk)  
District Cllr B Donnelly

*The meeting opened at 7.52pm*

**115. APOLOGIES FOR ABSENCE**

Apologies for absence were received and approved from Cllrs J and C Esdaile (personal commitment), Tilbrook (ill health) and Trembling (travel disruption).

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

There were no declarations of interest made, or changes to register of interests, at this point in the meeting. Attention was drawn to 11 (Grant Aid) and Members said they would declare any relevant interests that became apparent at the point of discussion.

**117. MINUTES OF FULL COUNCIL**

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 18<sup>th</sup> October 2018 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

**Min. 92, 20.09.18, Correspondence:**

Council approved the attendance of Cllr Henly at the WSALC AGM and conference on 4.10.18 if she chose to go: In the event Cllr Henly was not able to attend.

**Min. 101, 18.10.18, Sports Pavilion - Social Club meeting**

The Clerk has not yet been able to arrange a meeting with Social Club reps, as had been decided at October full Council and, additionally, as Cllrs C and J Esdaile had sent apologies for tonight's meeting, the item had not been added to this agenda. This would be arranged as soon as practicable.

**Min. 103, 18.10.18, NPSG**

Cllr Tilbrook/Clerk to query the weight of Neighbourhood Plans at various stages: This had been brought up at a recent meeting with the HDC NP officer, who was to seek advice from other colleagues, so a definitive answer was not available.

**Min. 105, 18.10.18, IT Security Audit and Review**

The new IT support company, JNR, would be installing the new router on the 23<sup>rd</sup> December. The Village Hall is sharing the cost of the new router, which will provide the Council with separate, secure internet access. Officers will advise Members as soon as possible when the new Microsoft software will be installed, following which dedicated PPC Member emails will be set up and Cllr training on new log-in/emails provided.

**Min. 107, 18.10.18, Public recycling bin trial**

HDC was advised of PPC's wish not to participate in this pilot. They were disappointed but have said they will not therefore be installing a bin in Pulborough yet and will pilot this scheme elsewhere. If the trial is extended, they will contact PPC again about including Pulborough.

**Min. 109, 18.10.18, Remembrance commemorations**

The nine transparent There But Not There silhouettes had been loaned to various organisations who had placed them in public view, namely the Village Hall, URC, St Mary's School, Library, Railway Station and The Oddfellows Arms. A public notice had been displayed about these arrangements and the two Tommy Silhouettes, including details of some commemorative events. The Tommy Silhouettes had been installed at the Memorial Garden and along Stane St village entrance. The garden one was lent to St Mary's Church for the Armistice Day service which they very much appreciated and was now back in the garden for the remainder of November. A wreath was laid as usual on behalf of PPC. Unfortunately, it had not proved possible to arrange the small commemorative event that Council had approved as part of the Armed Forces Covenant Trust grant conditions, due to very limited resources and space, and difficulty finding local veteran groups, so the £200 had not been expended. Instead, PPC had linked in to the other events taking place and supported some of these, which should be sufficient for the End of Grant report the Clerk will submit.

**Min. 113, 18.10.18, Items for next agenda - Volunteering in Pulborough**

As referred to by the Clerk, the PCP was involved with HDC and the Neighbourhood Wardens in meetings looking at putting volunteers and groups in touch with each other to address some of the local 'gaps'. A meeting has been arranged by PCP and HDC for interested parties on 29<sup>th</sup> November, which Cllr Tilbrook hoped to attend.

**118. COMMITTEE MEETING MINUTES**

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

**118.1 Planning & Services Committee**

Members received the Minutes of the Meetings held on 18th October and 1st November 2018. There was no Clerk's report.

**118.2 Recreation & Open Spaces Committee**

Members received the Minutes of the Advisory and Committee Meetings held on 11th October and 8th November 2018. There was no Clerk's Report but there were two recommendations to be considered.

**Recommendation to approve ARD quotation of £1,049.28 + VAT for carrying out priority 2 playground / gym equipment works, subject to confirmation of whether the push & pull bars are covered by warranty (Min. 40.1, 1.10.18 refers)**

It was **RESOLVED** to approve the expenditure as per the Committee recommendation, to include the push & pull bars if they were not covered by warranty.

**Recommendation to approve an increase to the Committee spending limit from £1,000 to £1,500 (Min. 59, 08.11.18. refers)**

Following some discussion, it was **RESOLVED** to increase the Committee expenditure limit to £1,500 for routine maintenance costs only, any capital expenditure to remain at the £1,000 limit and be referred for Council consideration if in excess of £1,000. It was **RESOLVED** that the Committee Terms of Reference be amended to reflect this change.

**118.3 Finance & Policy Committee**

Members received the Minutes of the Meeting held on 25th October 2018.

Clerk's Report

The meeting rescheduled for 15th November had had to be cancelled as it would not have been quorate. The budget meeting had therefore now been rearranged again to take place on Thursday 29th November 2018.

Following the Committee's annual review, it was **RESOLVED** to approve adoption of the LGPS Employer Discretions Policy as recommended, without amendment.

**119. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public present.

**120. DISTRICT AND COUNTY REPORTS**

C Cllr Arculus was unable to attend due to a prior commitment.

D Cllrs Donnelly and Clarke reported on various district-wide matters, including: the decision to approve planning permission relating to Lane Top; HDC council tax increase was likely to be 3.5%; HDC will be considering building of affordable housing; Conservation areas are to be reviewed; a revised district housing number of circa 11,520 increase within the HDPPF was likely to be introduced following central Government review of housing number methodology; Storrington Neighbourhood Plan had been approved to go to referendum following examination, the Examiner had recommended an additional 60 houses, however, and had also made amendments regarding green spaces allocation; high street improvements was another area HDC would be considering.

**121. SPORTS PAVILION REBUILD PROJECT**

Members considered the requested revised proposals received from MacConvilles Surveying Ltd against the new limited budget availability. The Chairman reported on his attendance, with a representative of Pulborough Football Club Committee, at a meeting with sports management consultants Knight, Kavanagh & Page (KKP). They have been commissioned by the Football Association in partnership with the Premier League and Dept for Culture, Media & Sport to work with local authorities to produce a Local Football Facility Plan (LFFP) to direct major investment in local football facilities over the next 10 years. The meeting had been very positive and taken full account of Pulborough's needs. The Chairman was hopeful of a proactive result in terms of future investment for the Sports Pavilion and it was anticipated that the KKP research results and proposals would be available early in the New Year.

Following considerable discussion, it was **RESOLVED** to wait until outcomes from the meeting with KKP were available, anticipated in January 2019, before deciding on any other action for the Sports Pavilion proposals. It was noted that Pulborough Sports & Social Club may in the meantime provide more information and costed proposals for improvements to the Sports Pavilion.

**122. POTENTIAL GOVERNMENT PLANS TO CATEGORIZE THE A29 AS A MAJOR ROAD NETWORK (MRN)**

Following previous discussion and recent communications with WSCC, HDC and the Dept for Transport, Cllrs Quested, Clarke and Tilbrook and the Clerk had met with the WSCC Transport Planning & Policy Manager, County Cllr Arculus and HDC Assistant Engineer. A good dialogue and understanding of Pulborough's issues was now established with WSCC: Whilst the Transport Planning & Policy Manager could not make guarantees, he was sympathetic to a proposed feasibility study. Importantly, it was noted that the change to an MRN is not an upgraded status but a new category recognising already established principle routes which the Government is directing funding towards. The Government has created this to balance the proportion of funding available to Highways England so that principle authorities are able to fund projects affecting major routes. At the meeting, PPC agreed that its Transport Plan would need to be reviewed and brought to WSCC attention as part of ongoing working together to identify projects.

**123. REGISTERING AN ASSET OF COMMUNITY VALUE**

Cllr Tilbrook was unable to attend tonight's meeting but had submitted a proposal that the Parish Council apply for Pulborough RC Church and car park at Church Place to be registered as an Asset of Community Value. The Clerk had circulated the paperwork that needed to be completed in support of an application, which involved considerable research work. Members discussed the background to the proposal and whether there was any urgency to submit a registration request. Following discussion, it was **RESOLVED** that Cllr Tilbrook assist the Clerk in collating the necessary background application work, which Council would then consider at the January 2019 meeting.

**124. SPORTS PAVILION REPAIR**

The Clerk detailed recent urgent action she had authorized to repair a roof leak above the Snooker Club at the Sports Pavilion, at a cost of £1,750, to avoid more serious damage. The Chairman and Vice Chairman had been kept informed of the situation. It was **RESOLVED** to ratify this action and the expenditure.

**125. GRANT AID 2018**

*Cllr Kipp declared a non-pecuniary interest in Horsham District Age UK and Mary How Trust.*

*Cllr Henly declared a non-pecuniary interest in PDCCA, Pulborough Social Centre and Pulborough Bowls Club.*

*Cllr Qusted declared a non-pecuniary interest in Pulborough Bowls Club and Pulborough Social Centre (Village Hall).*

Members considered the recommendations from the Finance & Policy Committee (Min. 46, 25.10.18 refers) and **RESOLVED** to approve these without amendment, as below:-

St Mary's C of E School	:	£ 600
Horsham District Age UK	:	£ 200
PDDCA Lunch Club	:	£1,000
PDDCA Community Transport	:	£1,000
Community Minibus Association	:	£ 400
St Mary's Church	:	£ 500
Victim Support Sussex	:	£ 150
Pulborough Cricket Club	:	£ 100
Pulborough Bowling Club	:	£ 100
Mary How Trust	:	£ 150
West Sussex Mediation Service	:	£ 0
Pulborough Football Club	:	£ 100
Pulborough Social Centre/Village Hall	:	£ 200
Liaise @ Frontline	:	£ 150
Pulborough Community Land Trust	:	£ 100
4Sight Vision Support	:	<u>£ 200</u>
TOTAL	:	£4,950

**126. MEETING WITH PCSO**

Members noted that PCSO Erica Baxter was currently meeting with parish clerks to discuss local policing needs. She would be meeting with the Clerk on 27<sup>th</sup> November 2018 and the Neighbourhood Wardens would also be attending. Members were asked if any Cllr wished to attend and for any discussion items in addition to the suggestion of antisocial behaviour / youths cycling dangerously. No additional proposals were made.

**127. EMERGENCY PLAN REVIEW**

Members noted receipt of the previous PPC Emergency Plan, which needed review and updating as this had not been done since 2012. The resource of the Neighbourhood Wardens should be incorporated into a revised plan and the Neighbourhood Wardens had highlighted that a Flood Plan should also be considered. It was **RESOLVED** that a

review should be undertaken and in the first instance the Clerk was asked to carry out an initial review, suggest appropriate amendments and report back.

The Clerk also reported that she had contacted the officer leading the WSCC 'What If' Community Resilience Programme to discuss the next steps for involvement in the scheme. He had advised that PPC should arrange two public meetings at which he would deliver the next stages of training. These help to empower communities and can identify volunteers who are willing to assist with an Emergency Plan. He had offered to provide some professional guidance on the PPC revised Emergency Plan. No decision was made on whether to progress the 'What If' process at this stage, pending work on the Emergency Plan.

**128. HDC YEAR OF CULTURE 2019 FLAG**

***Cllrs Wallace, Henly and Qusted declared an interest in this item as Parish Council appointed Village Hall Trustees***

HDC Marketing and Communications had approached parish councils regarding purchasing a flag designed to promote the Year of Culture 2019 to be flown from flagpoles in parish areas. As the owners of the Village Hall flagpole, the Village Hall Trustees were asked by the Deputy Clerk whether they wished to purchase a flag, which would cost £50.75. The Trustees had advised they would be happy for a flag to be flown if the Parish Council paid for the flag. Following some discussion, it was **RESOLVED** that the Parish Council would purchase a flag at the cost of £50.75, which would be flown from the Village Hall flagpole, as the Trustees had confirmed permission.

**129. NEIGHBOURHOOD WARDEN STEERING GROUP**

Members noted receipt of the Neighbourhood Wardens' written November report. The Clerk and Cllr Henly reported on the Steering Group meeting held on 20<sup>th</sup> November 2018. The Neighbourhood Wardens had commented on the excellent support they received from Cllr Henly and Members recorded their own thanks for her efforts.

The Clerk advised Members that, as previously reported, Pulborough Police Station would no longer be available as an office base from 2019. Although a firm date had not been given, it was anticipated that the premises would have to be vacated before Christmas. Arrangements were therefore being made for the Neighbourhood Wardens to move into the Parish Council office during week commencing 10<sup>th</sup> December, which would be combined with use of one 'hot desk' available for the Neighbourhood Wardens at the new police premises. Some degree of reorganisation of the PPC office space would be undertaken to accommodate the new arrangements. It was anticipated that they would be able to transfer existing desks and chairs, however the Council may have to purchase additional furniture if not, and possibly an additional secure filing cabinet. The Clerk was investigating the cost and availability of a small room in the Village Hall but this was not expected to prove viable.

**130. NEIGHBOURHOOD PLAN**

Cllr Qusted reported on the up to date position following the Steering Group meeting of 7<sup>th</sup> November 2018. A meeting was anticipated with Southern Water to determine data on sewerage / drainages issues relating to some areas and a report from a developer of one site was also awaited to ascertain access issues. Following the outstanding information, the Neighbourhood Plan would undergo a 'health check' by HDC prior to PPC approval to proceed to Reg 14.

**131. VILLAGE MARKET: ROTA OF MEMBERS FOR SATURDAY 24<sup>TH</sup> NOVEMBER AND SATURDAY 15<sup>TH</sup> DECEMBER 2018**

For 24<sup>th</sup> November 2018 it was **AGREED**: Only Cllr Henly could attend from 11am onwards. Cllr Henly advised that the Neighbourhood Wardens would be there for the setting up and start period.

For the Christmas Market on 15<sup>th</sup> December 2018, the following rota was **AGREED**: Cllrs Qusted, Clarke and Wallace, and Cllr Court after 11am.

**132. REPRESENTATIVES ON OUTSIDE BODIES**

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

- Cllr Hare had attended the recent Gatwick Master Plan exhibition at Horsham. A consultation document was available online. Individuals were asked to forward any comments on to him.
- Cllr Henly updated Members regarding the Wednesday Lunch Club group. New volunteers were settling in well.
- Cllr Qusted had attended several events in his capacity as Chairman eg the Remembrance event of WW1 poems and songs by Dorset House School at Pulborough Railway Station (also attended by Cllrs J and C Esdaile and Kay).
- Cllr Qusted had attended a meeting with consultants KK&P to discuss Pulborough's inclusion in a district wide LFFP for future football provision.

**133. CORRESPONDENCE**

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk drew attention to some items of note. Following query, Members did not decide to submit a Parish Council response to the Gatwick Master Plan, as suggested by APCAG.

**134. ITEMS FOR NEXT AGENDA**

Cllr Wallace raised the matter of tree roots causing damage to a wall in Lower Street. The Clerk advised that this had been discussed previously without effect. Cllr Wallace agreed to email PPC office with full background and proposal details.

**135. PAYMENTS**

Members approved the following payments by cheque / direct debit / transfer and the relevant paperwork was signed:-

Payee	£
Mr R Qusted	20.04
Mr F Bushby	28.80
Festive Illuminations	3120.00
Kestrel Alarms	58.19
Business Stream	33.36
Derek Paxton	1750.00
Mrs H Knight	54.15
Daisy Communications	14.32
Mr F Bushby	40.00
Business Stream	639.51
Viking	133.13
Kent County Council	134.51
Kent County Council	37.93
Came & Company	323.40
Pulborough Social Centre	43.02
National Westminster	5.60
BT	186.48

*The meeting closed at 9.25pm*

.....Chairman

.....Date

**CORRESPONDENCE****Appendix 1****WSSC**

- Agenda for Chanctonbury CLC meeting on Wednesday 21st November 2018 at Pulborough Village Hall (forwarded to Council)
- WSSC Cybercrime/Online Safety Surveys now live! (closing 19.11.18) (email forwarded to Council). The Community Safety & Wellbeing Team at West Sussex County Council launched 2 surveys to gather feedback on people's perceptions and experiences of cybercrime/online safety over the last 12 months. Responses will influence how the WSSC will support cybercrime/online safety for residents and local businesses in future.

**Sussex Police**

- Short video by the Sussex Police & Crime Commissioner discussing the recruitment of new officers for Sussex Police and clarifying the figures being reported in the press. (forwarded to Council) The video can be found here: <https://www.youtube.com/watch?v=KJh4MwfV64M>
- Office of the Sussex P&CC Newsletters dated 19.10.18, 26.10.18, 2.11.18 and 9.11.18. Topics include Raising awareness of modern slavery in Sussex; Innovation in policing; Listening to you; Rural crime day of action.

**Neighbourhood Watch**

NHW email news No. 028/NOV18 - Sussex Police autumn burglary campaign, Operation Magpie.

**NALC/SALC/HALC**

- NALC e-Newsletter 7.11.18 featuring Local Government Minister Rishi Sunak, praising 'parish power' at NALC Annual Conference (forwarded to Council)
- SALC email advising new disqualification criteria for councillors and mayors (copied to Council)
- HALC Minutes of Annual Meeting with HDC 16.10.18 (copied to Council) and HDC presentations to the meeting on Horsham District Year of Culture 2019, Changes to Bin collections, and Planning policy update (forwarded to Council)

**In the Know Alerts**

- Action Fraud: 25.10.18 How to keep the cyber-criminals out. More information on how to stay secure online at [www.cyberaware.gov.uk](http://www.cyberaware.gov.uk) or follow @Cyberprotectuk on Twitter.
- Neighbourhood Watch: 17.10.18 WSSC Cybercrime online safety surveys now live (until 19.11.18)  
Neighbourhood Watch: 19.10.18 Warning from Trading Standards about home insulation schemes  
Neighbourhood Watch: 10.11.18 Update on significant planned road works on motorways in or near Sussex  
Neighbourhood Watch: 10.11.18 WSSC Cybercrime and online safety surveys. Have your say until midnight 19.11.18: Personal use survey <https://haveyoursay.westsussex.gov.uk/communities-public-protection/cybercrime/> Business use survey <https://haveyoursay.westsussex.gov.uk/communities-public-protection/cybercrimebusiness/>
- Neighbourhood Watch: 11.11.18 Sussex Police funding 2018-2022  
Neighbourhood Watch: 13.11.18 Additional support is available in a power cut if you act now: UK Power Networks provide a Priority Services Register to support households with an elderly person, young children, less mobile or health condition. More information online at [www.ukpowernetworks.co.uk/power-cut/priority-services-register](http://www.ukpowernetworks.co.uk/power-cut/priority-services-register)
- Sussex police: Horsham weekly bulletins 16.10.18, 23.10.18, 6.11.18 and 13.11.18

**SDNPA**

- South Downs News e-newsletter 9.11.18: Lest we forget. Animation remembers the day Sussex died; Update on A27 bypass at Arundel; Disabled ramblers test new route thanks to Gatwick Airport support; Local businesses invited to join 'Visit, Give, Protect' community.
- News release: SDNPA withdraws their Judicial Review on the A27 Arundel bypass proposals, following Highways England announcement that they intend to publish information on all 5 route options for proposals inside and outside the National Park, with further public and stakeholder consultation in spring 2019. (forwarded to Council)

## **GATWICK AIRPORT**

- email 18.10.18 Gatwick unveils ambitious draft Master Plan for sustainable future growth: Launch of 12 week public consultation and public exhibitions, closes 5pm 10.01.19, more information at [www.gatwickairport.com/masterplan2018](http://www.gatwickairport.com/masterplan2018)
- email 16.11.18 consultation update: two further public events scheduled 17.11.18, 10am-5pm County Mall Shopping Centre, Crawley RH10 8SP and 24.11.18, 2.30-7.30pm Horley Leisure Centre, Anderson Way, Horley RH6 8SP. Hard copies of the draft master plan available at various main libraries including Crawley Library, Southgate Avenue RH10 6HG and Horsham Library Lower Tanbridge Way RH12 1PJ (forwarded to Council)

## **APCAG**

Suggested parish council responses to Gatwick Master Plan (copied to Council) ***Do Members wish PPC to submit the recommended responses to the 11 consultation questions?***

## **PAGNE**

- NMB 12 meeting notes
- Gatwick Master Plan consultation, suggested responses (same as APCAG proposals)

## **CAGNE**

- Bulletin 80 October 2018 - A second runway by stealth!
- Bulletin 81 October 2018 - An emergency runway is just that; it is there for emergencies!
- Bulletin 83 November 2018 - This is your Brighton Main Railway Line - unblock the Croydon bottleneck; Consultation on 3 Gatwick runway airport; CAGNE says reject the Gatwick Masterplan

## **PCP**

Minutes of meeting 30.10.18, including flyer invitation to Pulborough community groups to meet with PCP and HDC on Thursday 29th November, 2-4pm Pulborough Police Station, to discuss volunteer recruitment.

## **NRA**

Minutes of meeting 23.10.18

## **Residents**

- Emails from two residents asking whether PPC would be installing commemorative plastic poppies on lamp posts (Clerk replied)
- Email from resident praising the installation of the WW1 'Tommy' soldier silhouette and thanking PPC for this.

## **Publications**

Clerks & Councils Direct November 2018, issue 120, featuring WW1 1918-2019 centenary and other Remembrance-tide commemorations.