



PULBOROUGH PARISH COUNCIL

Working together for a better future

PULBOROUGH PARISH COUNCIL

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MINUTES OF AN ORDINARY MEETING OF PULBOROUGH PARISH 26th NOVEMBER 2015 AT PULBOROUGH VILLAGE HALL

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

IN ATTENDANCE: Lorraine Dale (Friends of the Memorial Garden), Lawrie Ellis (LAT), Neil Worth (HDC), PCSO Carol Boniface, 5 members of the public, County Councillor Pat Arculus and Sarah Norman (Clerk).

The meeting opened at 7.30pm

100. APOLOGIES FOR ABSENCE

There were no apologies for absence

101. DECLARATIONS OF INTEREST

Cllr Esdaile declared a personal and pecuniary interest in agenda item 11 - Parish Councillor Co Options, as his wife is a candidate. Cllr Esdaile advised that, for the avoidance of doubt, he would leave the meeting for this item whilst his wife is under consideration.

Cllr Tilbrook declared a personal but non pecuniary interest in agenda item 14 as correspondence regarding the Futurewave project was from a family member.

102. MINUTES

102.1 Full Council

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held 15th October 2015 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Nothing to Report from October meeting

From AMoC 21st May 2015

Item no 11 - Representatives

At that meeting it was agreed to nominate Cllrs E Wallace and J Wallace as Village Hall Trustees. The Village Hall Trustees have now considered the nominations but have advised that it is their policy to not accept more than one person from the same family. They would be happy to accept either of the previous nominations plus one other. It was AGREED that Cllr E Wallace will continue to be nominated alongside Cllr Henly and the Clerk was instructed to advise the Village Hall Trustees accordingly.

102.2 Planning & Services Committee

Members received the Minutes of the Meetings held 15th October and 5th November 2015.

Clerk's Report

Cllr J Wallace noted that he had incorrectly been omitted from the list of attendees. The Clerk was instructed to amend the minutes for signing.

102.3 Finance & Policy Committee

Members received the Minutes of the Meeting held 22nd October 2015.

Clerk's Report

Nothing to Report

102.4 Recreation & Open Spaces Committee

Members received the Minutes of the Meeting held 8th October 2015 (already advised to R&OS Members at their meeting 19th November)

Clerk's Report

Item 64 - Changing Rooms at the Sports Pavilion

The Assistant Clerk advised that the storage containers in the car park do not belong to the Parish Council, therefore the cricket kit could not be moved to the containers as requested. The cricket kit was subsequently moved to the committee room. However, despite holding a meeting in the

Committee Room, the Cricket Club still didn't remove the bags. Cllr. Quested has now spoken to Barrie Feest who removed them from the room on Wednesday 25th November.

Item 67 - Bylaws

The Assistant Clerk contacted HDC on 19.10.15, to enquire if the bylaws could be updated to include prohibiting the use of air drones and dog fouling and a response is still being chased.

Item 71 - Hole in Recreation Ground

The Assistant Clerk contacted WSCC Highways to enquire if the kerbstones were their responsibility. WSCC replied to say they were and the area where the hole has appeared is also the responsibility of WSCC. Therefore, they have requested the job to be carried out by their contractors, but this may take a while, however the Assistant Clerk will continue to chase until the job is completed.

103. ADJOURNMENT FOR PUBLIC SPEAKING

The Chairman adjourned the meeting for this item.

Meeting adjourned : 7.35 pm

The Chairman invited Mr Lawrie Ellis to speak on behalf of the Local Action Team (LAT) on agenda item 5 - Neighbourhood Wardens.

The Chairman thanked Mr Ellis for attending.

The Chairman invited Lorraine Dale to address the meeting under agenda item 4b - "other business not itemised on the agenda" about the activities of the Friends of the Memorial Garden.

The Chairman thanked Mrs Dale for attending.

Meeting reconvened : 7.40 pm

104. NEIGHBOURHOOD WARDENS

The Chairman introduced Neil Worth from HDC. Unfortunately, Jayne Jeffery (Ashington Neighbourhood Warden) had been due to attend but had taken ill earlier that day. It was AGREED that Jayne should be invited to attend the January Planning & Services Committee meeting to which all Councillors may attend to hear about the day to day duties of the Wardens. Neil Worth also advised that the Ashington Wardens are holding their Christmas event on Saturday 28th November and Members were welcome to attend to chat to both the wardens and the residents.

The Chairman suggested that Members begin to debate the subject and with the agreement of Neil, ask questions of him as and when necessary.

The Chairman gave a history of the discussions to date and it was noted that the Parish Council had agreed to proceed with the initiative subject to agreeable finances and the support of the community (minute no 91 FC 15th October 2015).

The Clerk reported that the cost of a two warden scheme, including management, uniform, training, vehicle etc would be £80,000 per annum. A grant of £15,000 in the first year was available from the Police & Crime Commissioner (PCC) which would leave balance to be funded by the cluster of £65,000. The costs would be split $\frac{2}{3}$ rd Billingshurst and $\frac{1}{3}$ rd Pulborough as per the populations. This would result in a funding requirement from Pulborough in the first year of £25,182 which equates to a cost per Band D property of £10.21 per annum or 20 pence per week. However, due to changes in the 2016/17 budget, including the completion of the Neighbourhood Plan, the Clerk advised that it should be possible to meet the requirement by an increase of just £2.69 per annum (6 pence per week) for a Band D property. This would result in a 3.72% increase on the Parish per house charge.

Cllr Clarke proposed that, should the Parish Council enter into a two year contract but decide at the end of the contract not to continue, there should be an adjustment to the Parish Precept to take this into account.

Points that were noted :-

- i). The Wardens are not replacements for PCSOs or Warranted Officers and should never be seen as such. The role of the Wardens is very much community emphasised rather than "enforcement".
- ii). The Wardens are managed on a day to day basis by Neil and his colleagues at HDC but their activities etc are controlled by a Steering Group consisting of himself, wardens and Parish Councillors from each parish. The Parish Councils therefore have a great deal of influence about the activities on each of the Parishes and their activities can differ between the two Parishes.
- iii). A shift pattern is designed to meet the needs of the Parishes but includes daytime and evening shifts up to 11pm.
- iv). There is dialogue between the Neighbourhood Warden team and the Police; Neil actually works out of Horsham Police Station.
- v). The HDC are offering a Sussex Police Accredited Scheme which means that the wardens have certain powers including confiscation of alcohol and tobacco from those under age, power to demand names and addresses and to issue certain fixed penalty notices. However, it was noted that the role of the Wardens should be seen as one of prevention rather than punishment.

- vi). Wardens would still call in an emergency via 999 but they are tagged on the Police systems as being accredited Wardens.
- vii). Members welcomed the comments made by Lawrie Ellis under Public Speaking and that the perception of crime, whilst not being a real crime, is very distressing for more vulnerable residents and that the visible presence of Wardens would be very welcome.
- viii). The Wardens have dedicated mobile phones that they may be contacted on during their working hours.
- ix). A suitable base for the Wardens will need to be agreed and this will have to be to the agreement of both Parishes. The Pulborough Police Station was suggested as a base.

Following full discussion Cllr Clarke proposed that the Council continue with the initiative subject to public support. Cllr J Wallace seconded the proposal with all in favour.

The Clerk advised that the final financing and the budget will be agreed at the Finance & Policy meeting on 17th December. The issue will then come before Full Council for final ratification on 21st January 2016 when the feedback from the public consultation is known.

The Clerk advised that the request for feedback is already on the website and has been pushed out via Twitter and Facebook. Articles have also appeared in the Sussex Local and the Community Bulletin which is due to go out early December. The Clerk and her counterpart at Billingshurst Parish Council will also be sending a press release to the West Sussex County Times.

105. DISTRICT & COUNTY

Cllr Arculus advised, following the failure of Capita to enrol staff into the Local Government Pension Scheme, including one staff member who was duty bound to be auto enrolled from 1st October, she had escalated the complaint and thanked the Clerk for keeping her informed.

Cllr Arculus has now seen initial plans for improvements to Swan Corner and it is hoped that these can be included in the works programme for 2016/17. In addition, she has now seen the report on the footbridge over the railway and has requested an update on the progress of the plans.

Cllr Clarke asked if there had been any progress following the pot hole list that had been compiled. Cllr Arculus reported that this has all been logged into the system but would take some time. It was noted that work has started on Coombelands Lane's potholes.

With regard to the Post Office, Cllr Arculus advised that she would speak to the library service.

The Clerk requested that Cllr Arculus chase up Cllr John O'Brian (Cabinet Member for Highways) regarding attendance at a Parish Council meeting and it is hoped that he may be able to attend in January. It was also suggested that he attend a CLC to reach as many Parishes as possible.

The Chairman thanked Cllr Arculus for attending.

Cllr Clarke reported as District Council. The HDPF has now been adopted.

Unfortunately, due to technicalities and timing in relation to the adoption of the HDPF and the delay in submitting the Neighbourhood Plan, the application by Willowmead Ltd for development west of the station had been refused. It is envisaged that the application

will be resubmitted in the New Year after the Regulation 15 consultation on the Neighbourhood Plan has been completed. Cllr Tilbrook expressed frustration at the inconsistency of advice given by HDC officers relating to both the Willowmead application and the Neighbourhood Plan. It was therefore AGREED that all meetings with HDC officers will be minuted and advice obtained verbally will be confirmed in an email.

A decision has been taken to increase the annual green waste charge from £29 to £35 (when paying by Direct Debit or online) and £37.50 for all other payment methods.

Broadbridge Heath Leisure Centre rebuild has been approved at a cost in the region of £13.5 million.

Finally, Cllr Clarke thanked Cllr Tilbrook and Brian White of the Nutbourne residents Association for attending Nick Herbert MP's Digital Summit.

106. S106 FUNDING

Members received the current summary and noted that there were no changes to the previous month.

107. PULBOROUGH PARISH NEIGHBOURHOOD PLAN (PPNP)

The Clerk informed Members that the PPNP had now been submitted to HDC and the Regulation 15 Consultation would run until Friday 8th January 2016. Details are available on both the Parish Council and HDC's websites.

108. HIGHWAYS

Cllr Tilbrook reported that the plan circulated to all Members of the Lower Street engineering works had been drafted by Richard Wells of WSCC Highways in 2014 and had been previously discussed by the Planning & Services Committee. Cllr Tilbrook proposed that, to get the process moving, the Parish Council carry out consultation with residents and businesses to ascertain the support for the proposals. Cllr Tilbrook went on to propose that the consultation be extended beyond that previously discussed, to include the possibility of a 20mph speed limit on Rectory Lane, Link Lane and New Place Road. However, the Chairman stated that as this additional proposal had never been discussed by Council he would be reluctant to include. It was noted that should the knock on effect on other roads be highlighted as part of the consultation then the issue could be legitimately included in future plans. Cllr Esdaile commented that unfortunately whatever speed limit you put in place people will still speed along the rat run and the only real solution was to close the through road.

Cllr Tilbrook asked if Cllr Arculus could give any assistance with regard to the consultation. Cllr Arculus reported that when she has asked at County Hall about this proposal she had been advised that it was on hold as there had been some objection from Traders. However, County would be pleased to hear of any consultation carried out regarding the plan and Cllr Arculus advised that she would liaise with the Clerk to provide a suitable contact for advice.

It was subsequently AGREED that the Parish Office will launch a consultation in the February edition of the Community Bulletin after which time the issue will be referred back to Council for further discussion.

109. GRANTS

Prior to the meeting Members had received the draft recommendation for the allocation of the 2015 grants as prepared by Cllr Reddin (attached as Appendix 1).

After discussion, it was AGREED with all in favour, to approve the recommendation and for cheques to be raised at the Planning & Services Committee meeting on 10th December 2015.

RESOLVED: Grant payments to be made as per the recommendations.

110. PARISH COUNCILLOR CO OPTIONS

As noted under minute no 101, Cllr Esdaile had declared a pecuniary interest and left the room.

Members noted that there were three applicants for the two Councillor vacancies and letters of introduction had been circulated to all.

As there were more applicants than seats, the standard voting procedure was carried out.

RESOLVED: Jeannie Esdaile be co opted to fill the first vacancy

Cllr Esdaile returned to the room as his pecuniary interest would not apply for the voting for the second appointment as his wife had already been co opted.

The standard voting procedure was carried out for the second vacancy.

RESOLVED : Barbara Ann Kay be co opted to Pulborough Parish Council

It was noted that the first meeting to which the new Councillors will be summoned will be the next Full Council on 21st January 2016.

The Clerk distributed the necessary paperwork including the Register of Interests and Declaration of Acceptance of Office and requested that these are returned as soon as possible. The Clerk also informed the new Councillors that copies of the Code of Conduct and Standing Orders will be emailed to them.

111. VILLAGE MARKET

Cllrs E Wallace, J Wallace and Henly AGREED to attend the markets on 28th November and 19th December with Mr Lawrie Ellis. The Chairman advised that he will be attending both markets also.

Members also noted the market calendar for 2016 and the Clerk asked that members advise if they can commit to any dates.

112. REPRESENTATIVES

Cllr Hare gave a report on behalf of PAGNE and it was noted that there was relevant copy correspondence circulated.

A great deal of work has been going on. PAGNE had been invited by Gatwick to attend a meeting held on Friday 20th November at which the Chief Executive's of Gatwick and NATS attended together with the Head of Aviation at the CAA. It was apparent that the CE of NATS is keen to communicate with communities.

The dialogue had been constructive and acknowledged the importance of the issues raised. There was to be a complete review of the arrivals which will ultimately affect Pulborough. The CE of Gatwick has made the case for the appointment of an independent arrivals review team. It has been hoped that this review team would be at the meeting on 20th November but this has not been the case. However a meeting with the review team was held on 26th November and the discussion had been constructive and there is hope of a consensus regarding high CDA (Continuous Descent Approach).

There is the possibility of 3 or 4 concentrated arrival routes which is something that PAGNE will monitor and which has unfortunately led to come conflict with CAGNE but it is hoped this conflict will shortly be resolved.

Moving forward, there will be a meeting with CAGNE on 2nd December and then in mid December Gatwick will present the initial results of the review team before the final report is published on 27th January 2016.

Finally Cllr Hare was satisfied that the campaign groups were being taken seriously and the aim was to have flight paths dispersed as much as possible.

Cllr Kipp informed that the closure of the Post Office was having a knock on effect on traders in Lower Street. It was noted that Cllr Kipp had not been copied in on correspondence regarding the Post Office and the Clerk was instructed to ensure this happens in future. Cllr Kipp expressed her dissatisfaction with the performance of the Post Office and noted that she had not heard anything from Nick Herbert's office.

Cllr Court reported that there was a great deal of activity on social media about residents struggling to get their key meters credited.

Cllr Tilbrook reported that the Digital Summit had been a very interesting day. However, it did highlight the lack of hard data about actual data speeds. The Parish Office has therefore asked via social media for feedback about typical download speeds and postcodes so that an accurate rather than anecdotal picture can be drawn up.

113. CORRESPONDENCE

The Correspondence is attached as Appendix 2.

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

- Broomers Hill Traffic (as referred to under item 113 correspondence) - P&S January '16
- Future Wave (Cllr Tilbrook & referred to under item 113 correspondence) - P&S Dec '15
- Youth Worker (Cllr Qusted) - R&OS Jan '16
- Post Office (Cllr Kipp) - FC Jan 16
- Highways (Cllr Kipp) - FC Jan 16
- Trim Trail (Cllr Qusted) - R&OS when revised plans are received
- Pavilion - FC Jan '16

115. PAYMENTS

Members approved the following payments and the cheques were signed.

Payee	£
R Qusted	52.25
Kent County Council	170.96
The Society of Local Council Clerks	210.00
A Tilbrook	8.00
Horsham Matters Ltd	333.00
Travis Perkins Trading Co Ltd	30.97
Festive Illuminations Ltd	3280.00
Pulborough Social Centre	37.80
BT	75.56
BT	76.93

The meeting closed at 9.40 pm

.....Chairman

.....Date

Pulborough Parish Council			2015/16 Grants		Appendix 1
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RECOMMENDATIONS TO FULL COUNCIL 26 NOVEMBER 2015

Organisation	Paid 14/15	App 15/16	Power	Recommended 2015/16	
British Legion Wreath	£100	£100	Localism Act 2011 S1-8	1.43%	£100
Community Minibus Assoc.	£500	£500	Localism Act 2011 S1-8	7.14%	£500
Pulborough & District Community Care Assoc.	£1,400	£1450	Localism Act 2011 S1-8	20.71%	£1,450
Pulborough Youth Centre	£750	£0	Localism Act 2011 S1-8	0.00%	£ -
St Mary's Church	£ 1,000	£8500	Localism Act 2011 S1-8	14.29%	£1,000
Victim Support Sussex	£150	£150	Localism Act 2011 S1-8	2.14%	£150
Volunteer Visiting Scheme	£200	£175	Localism Act 2011 S1-8	2.50%	£175
Pulborough Pythons	£200	£500	Localism Act 2011 S1-8	3.57%	£250
Pulborough Fairtrade Group	£50	£70	Localism Act 2011 S1-8	1.00%	£70
Wednesday Club	£250	£250	Localism Act 2011 S1-8	3.57%	£250
Pulborough Bowling Club	£400	£400	Localism Act 2011 S1-8	5.71%	£400
Pulborough Community P'ship	£150	£-	Localism Act 2011 S1-8	0.00%	£ -
4Sight	£200	£-	Localism Act 2011 S1-8	0.00%	£ -
Citizens Advice Bureau	£150	£-	Localism Act 2011 S1-8	0.00%	£ -
Mediation Services	£150	£150	Localism Act 2011 S1-8	2.14%	£150
Pulborough Pythons (Pitch Rent)	£130	£-	Localism Act 2011 S1-8	0.00%	£ -
Pulborough Lunch Club *	£400	£400	Localism Act 2011 S1-8	5.71%	£400
Age UK	£200	£500	Localism Act 2011 S1-8	7.14%	£500
Outset Youth action	£300	£350	Localism Act 2011 S1-8	5.00%	£350
Mary How Trust	£300	£300	Localism Act 2011 S1-8	4.29%	£300
Home Start Crawley, Horsham & Mid Sussex	£ -	£500	Localism Act 2011 S1-8	7.14%	£500
Pulborough Short Mat Bowls	£ -	£130	Localism Act 2011 S1-8	0.71%	£50
Pulborough URC	£ -	£250	Localism Act 2011 S1-8	2.14%	£150
TOTAL	£ 6,980	£14675		96%	£6,745

CAGNE

Email : Gatwick Airspace Changes - Now and the Future. Copied to Council.

Sussex Police

- i). Horsham Monthly Update - September. Copied to Council.
- ii). Sussex Police Resolution Centre. Copied to Council.
- iii). Message from CI Howard Hodges. Copied to Council

Village Market

Reports from Lawrie Ellis for 26th September and 24th October. Copied to Council.

Wiggonholt Association

Joint West Sussex Minerals Local Plan Update. Copied to Council.

SALC

November newsletter. Copied to Council.

HDC

- i). Invitation to Chairman's Community Christmas Carol Service. Copied to Council.
- ii). Launch of HeartSafe in Horsham District
- iii). HeartSafe Defibrillator Information.

Post Office

Email from Laura Tarling (Post Office Ltd) and response from Cllr Kipp. Copied to Council.

LAT

Minutes of meeting 14th October 2015.

SLCC

The Clerk Magazine - November 2015

WSCC

CLC minutes of meeting held 30th September 2015

NALC

A guide to understanding procurement.

The Pulborough Society

November 2015 newsletter.

The Purple Bus

Exit Report - Summer Term 2015. Copied to Council.

Project Futurewave

Correspondence regarding funding for next phase of Futurewave. Copied to Council (at request of Cllr Tilbrook)

Resident Letters (All copied to Council)

- i). Copy of letter to HDC complaining about decision for Willowmead development to west of railway station.
- ii). Follow up letter from resident enquiring about plans to discuss traffic speed in Broomers Hill Lane (original letter referred to Members on 15th October with no further instructions given to Clerk).

iii). Letter sent to residents around The Moat regarding parking on verges (Provided to Parish office via LAT).

PAGNE

Meeting notes and Action Points of PAGNE meeting with GAL, NATS, CAA. Copied to Council

CAGNE

Email and attachments regarding Gatwick Airport Arrivals review. Copied to Council.

Digital Summit

Copy notes provided by Brian White - Chairman of Nutbourne Residents Association. Copied to Council.

Email from Cllr Andy Tilbrook to Nick Herbert MP following Digital Summit. Copied to Council.

Department of Environment

Guidance on fly grazed horses in England for the general public and private landowners (Animals Act 1971 as amended by the Control of Horses Act 2015). Copied to Council.

CPRE

Countryside Voice and Fieldwork publications - Winter 2015.

LAT

Minutes of the meeting held 18th November 2015.