



PULBOROUGH PARISH COUNCIL

Working together for a better future

PULBOROUGH PARISH COUNCIL

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MINUTES OF AN ORDINARY MEETING **OF PULBOROUGH PARISH 17th SEPTEMBER 2015** **AT PULBOROUGH VILLAGE HALL**

PRESENT: Cllrs Qusted (Chairman), Clarke (arrived 7.47pm), Court, Hare (left 8.25pm), Henly, Kipp, Mortimer, Reddin, Tilbrook, & J Wallace.

IN ATTENDANCE: Richard Keatley, Chairman Neighbourhood Planning Steering Group, 3 members of the public and Sarah Norman (Clerk).

The meeting opened at 7.30pm

65. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Esdaile, Lawson, E Wallace & Wilson.

66. DECLARATIONS OF INTEREST

There were no Declarations of Interest

67. MINUTES

67.1 Full Council

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held 16th July 2015 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Item 51 - Community Youth Worker

Unfortunately, following objections by the Governors of St Mary's School to the transfer of the lease to Horsham Matters Ltd, the Youth Club is currently closed; Horsham Matters are looking for an alternative, hopefully temporary, venue. A meeting is awaited between WSCC, the Governors at St Mary's School and Horsham Matters to progress the issue. In any event, it is unlikely that the club could re open at the previous venue before the start of the year at the earliest. The Clerk advised that she had put the Community Youth Worker in touch with the URC to ascertain if they could provide a temporary home to the club.

Item 57 - New Boiler at Sports Pavilion

The works have now been completed.

Item 60 - Harvest Fayre

Cllrs Kipp, E Wallace and J Wallace advised that they would not be able to attend and therefore their slots would need covering.

67.2 Planning & Services Committee

Members received the Minutes of the Meetings held 16th July, 13th August & 3rd September 2015.

Clerk's Report

Nothing to Report

67.3 Finance & Policy Committee

Members received the Minutes of the Meeting held 23rd July 2015.

Clerk's Report

Nothing to report

67.4 Recreation & Open Spaces Committee

Members received the Minutes of the Meeting held 9th July 2015

Clerk's Report

Nothing to report

68. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

69. DISTRICT & COUNTY

Cllr Arculus reported that the major restructuring of the Highways department was now almost complete. This has resulted in the projects identified on the wish lists, responsibility for which had been allocated to the Community Development section, was now back under the mainstream Highways. Cllr Arculus reported that she had requested updates on all projects which were under consideration i.e. Swan Corner improvements and would report back to Council as soon as possible. Cllr Arculus has met with the officers at WSCC and expressed disappointment with the level of communication.

Finally, Cllr Arculus noted that the "Think Family Neighbourhood" initiative for Pulborough has been launched and this would give scope for involvement of the Parish Council and PCP to get involved.

Cllr Clarke stated that Cllr Donnelly was unable to attend.

At HDC, the findings from the Inspector regarding the HDPF are still awaited. Officers appear to be optimistic.

Issues regarding the applications at Burgess & Randall and the west of the station development were noted and Cllr Clarke advised that he and Cllr Donnelly will continue to liaise with the officers regarding these. With regard to the station development it was noted that one issue related to the evidence for the need of a new car park and Network Rail's claim that the existing car park was only 85% used. However, concern was expressed that Network Rail were using a weekly average which includes Fridays and weekends when the car park is quieter and it was suggested that an average for Monday to Thursday should be considered as more accurate.

Finally, Cllr Clarke reported that the application for the additional 16 homes at the site south of Stane Street Close had been approved at Committee earlier that week.

The Chairman thanked Cllrs Arculus & Clarke for their reports.

70. S106 FUNDING

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

The Clerk reported that discussions had taken place with HDC regarding the revised S106 agreement should the additional 16 dwellings at the land south of Stane Street Close be approved.

Since the drafting of the initial S106 agreement 5 years ago, rules have changed to restrict the number of projects that can benefit from an agreement to five. It has therefore been proposed that the Open Spaces Sport & Recreational (OSSR) contribution can go towards the pavilion on the basis that the latter will facilitate use of the open space for sport and recreation. It has been noted by HDC that the main recreation area, in which the pavilion stands, provides pitches for football, cricket and stoolball, used by both adult and youth teams. Changing and meeting facilities for these are within the pavilion which will also service the Cousins Way recreation ground in the same way.

This, combined with the existing funds from the Oddstones development will result in a sizeable fund available for a new pavilion building.

The Clerk advised that there had been no responses to the article in the recent Parish Bulletin regarding suggestions for use of the S106 funds for recycling and public art.

71. PULBOROUGH PARISH NEIGHBOURHOOD PLAN (PPNP)

The Chairman welcomed Richard Keatley, Chairman of the PPNP, to address the Council and to give an update on the progress of the plan.

The Regulation 14 Consultation closed on 3rd August after which both the Steering Group and consultants, rCOH Ltd, had reviewed the comments.

The Steering Group have made comments on all responses, and also drafted a summary covering the three main areas raised during the consultants which were :-

- i) Allocated site at New Place Farm
- ii) Designation of West and East Glebe fields as green spaces
- iii) The spatial strategy to restrict development to the built up area of the plan area.

Subsequently, rCOH Ltd have produced a Regulation 14 report responding to the concerns raised and have not recommended any major changes to the Pre Submission Plan.

However, an issue has arisen regarding the proposed development to the west of the station.

The application for this site had been submitted to Horsham District Council prior to the Steering Group assessing the "Call for Sites" and therefore was not included in their assessment and no specific site allocated in the Pre Submission Plan.

However, the Pre Submission Plan, taking into account the support of the Parish Council to this application, did amend the built up area boundary to take account of this site as the application should have been determined long before the Pre Submission Plan was drafted.

Despite the application appearing to be supported at HDC, the developer had now been advised that only sites identified either strategically in the HDPF or through a Neighbourhood Plan would be supported.

The final plan will therefore include specific reference to this site. rCOH Ltd have advised that as there were no objections to the change in the built up area boundary in the Regulation 14 consultation and the application for the site was in the public domain at the time of the consultation, the amendment can be made without further public consultation.

Members noted that it is still anticipated that the final Plan will come before Council for approval at the Full Council in October although this will be influenced by the forthcoming coming meeting between Cllr Qusted, Richard Keatley and Barbara Childs at HDC which is scheduled for 24th September.

The Chairman advised Members that the plan would be circulated to all at least a week before the next Full Council meeting and urged all Members to read the papers fully prior to the meeting.

The Chairman thanked Mr Keatley for attending.

72. PARISH COUNCIL STRATEGY

Members had received a briefing note from Cllr Reddin with the following proposal :

That the council appoints or elects a committee of 3 councillors to provide ten suggestions on funding activities to help local residents and improve community engagement with the council. These suggestions will be presented to the November full council meeting for consideration and approval with a view to implementing from January 2016 onwards.

Members discussed the issue at length and the future possibility of the Parish Council being required to financially support local services due to cuts at both District & County level. It was also noted that expenditure on visible projects would improve the awareness of the Parish Council and engagement with the wider community.

The Community Action Plan was referred to and it was noted that this now needs to be reviewed.

It was noted that much of the funds already held by the Parish Council or in S106 funds has been identified for improvements at the sports pavilion although this can always be amended.

It was AGREED by all that the future expenditure of the Council does need consideration and the viewpoint of the new councillors would be helpful in this exercise.

The Chairman stated that he was reluctant to create a new sub committee to look at this when it falls within the remit of the Finance & Policy Committee.

It was AGREED that this discussion would continue at the Finance & Policy Committee and in the meantime any ideas from Councillors for future projects should be forwarded to the Parish Clerk.

73. INSURANCE

Members noted expiration of the Long Term Agreement (LTA) for insurance brokered through Came and Co on 30th September 2016 and discussed a new LTA to 30th September 2018.

RESOLVED: To renew the LTA to 30th September 2018

74. FRIENDS OF THE MEMORIAL GARDEN

Members noted the offer from Mrs Lorraine Dale to form a "Friends of the Memorial Garden" group to maintain the area.

RESOLVED: The formation of a "Friends of the Memorial Garden" group and the availability of a £250 budget to purchase equipment.

75. AUTO ENROLMENT

Members noted the staging date of 1st October 2015 for compliance with the Auto Enrolment obligations for pension provision.

It was noted that as an employer listed in Part 2 of Schedule 2 of the Local Government Pension Scheme (LGPS) Regulations 2013, Pulborough Parish Council has the power to designate who within the organisation can join the pension scheme.

RESOLVED : To adopt the Auto Enrolment Staging Date of 1st October 2015

That all members of staff holding an employment contract with Pulborough Parish Council are eligible to join the LGPS. Membership is not extended to any other individuals .

Members noted that no staff who were entitled under auto enrolment to join the LGPS had requested to "Opt Out".

Members also noted that all staff that were entitled to "Opt In" had requested to do so with effect from 1st October 2015.

Members expressed their frustration that no time had been available to consider alternatives to the LGPS although it was acknowledged that the outcome would probably have been the same.

The Clerk was instructed to write to WSCC Payroll services and ask for a copy of the letter in which Pulborough Parish Council agreed to a staging date of 1st October 2015 and question why contact was only made with the Parish Council in August 2015, following the Parish Clerk's own enquiries on the subject.

76. STAFF RECRUITMENT POLICY

Members noted the recommendation of the Finance & Policy Committee (25th June 2015 minute no 9) and after discussion, ratified the recommendation.

RESOLVED: To adopt the amended Staff Recruitment Policy.

77. FLY POSTING

Members received a protocol adopted by Horsham District Council to deal with the issue of fly posting.

It was AGREED that the Clerk should draft a Parish Council protocol, in line with HDC's to ensure that Highways are alerted to signage that should be removed and that the permitted timescales for other signage (28 days before and 7 days after the event) are adhered to.

RESOLVED: To adopt a flyposting protocol for Pulborough Parish.

78. HARVEST FAYRE

Members received the notes for the set up of the Harvest Fayre. It was noted that Cllrs Kipp and J & E Wallace would not be able to assist and Cllrs Clarke & Quedstedt offered to stand in. Cllr Quedstedt advised that he would not be able to set up and Cllr Tilbrook agreed to assist Cllr Clarke.

It was also noted that the Village Market takes place on the same date and Members noted that Mr Lawrie Ellis had offered to set up and man the stall on his own if Councillors would be attending the Harvest Fayre. Members thanked Mr Ellis and accepted his kind offer. Cllr Quedstedt advised that he would be also be attending the Village Market and would assist Mr Ellis.

Finally, The Clerk had confirmed to the Village Market organiser that the Parish Council would continue with the monthly stand and members confirmed that this would include the December 2015 event.

79. REPRESENTATIVES

Cllr Kipp advised that she had attended an SDNPA event for their local plan which would replace many of the existing policies and was based on seven “qualities” such as dark sky, tranquillity. The event had been well organised and Cllr Kipp stated that she would circulate a link for individual members to respond to the consultation.

Cllr Kipp reported that traders were concerned that the closure of the post office was affecting footfall. Negotiations with the Post Office about a possible new location in Lower Street were ongoing but were proving challenging. The original interview date for the applicant to attend had been changed without telling the applicant.

Cllr Quested advised that he had attended the Rural Towns Forum which Pulborough had hosted and had been attended by representatives from HDC, WSCC and PCP. Funding was an area for discussion and the potential for Community Partnerships to approach their Parish Councils for funding.

80. CORRESPONDENCE

The Correspondence is attached as Appendix 1.

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

Empty/Derelict Buildings – Cllr Kipp (Onto P&S)

82. PAYMENTS

Members approved the following payments and the cheques were signed.

| Payee | £ |
|-------------------------------------|----------|
| New Call Telecom T/A Fuel Broadband | 15.29 |
| Wightman & Parrish | 88.79 |
| Lisa Underwood | 5.25 |
| Arun Mowers Ltd | 183.06 |
| Southern Water | 58.15 |
| A Tilbrook | 6.60 |

The meeting closed at 9.14pm

.....Chairman

.....Date

Sussex Police

Email from Insp Claire McKnight with FAQ sheet. Copied to Council.

West Sussex County Council

- i. Area Meetings for youth workers/managers/young people from youth organisations. Copied to Council.
- ii. Upcoming Highways works w/c 2nd September 2015.
- iii. Highways Team for Horsham District inc contact listing. Copied to Council.

HALC

Invitation to HALC conference on 31st October 2015. Copied to Council.

HDC

- i. Update following Think Family meeting on 21st July.
- ii. Update on planning from Chris Lyons. Copied to Council.
- iii. Heartsafe Steering Group workshop 21st October 2015.
- iv. Briefing on implications for the HDPF following the Reading and West Berkshire ruling.

Pulborough Youth Club

Letter regarding wind up of Youth Club.

Youth Worker

Quarterly Report from Ben Sheldon. Copied to Council

PAGNE

Update. Copied to Council

Conference on the Future of Youth Work in Horsham District

Report from Cllr E Wallace. Copied to Council.

P&DCCA

Copy letter sent to Post Office Counters Ltd regarding closure of Post Office.

SDNPA

- i. "Highlights" report June 2015.
- ii. Introduction email from Karen Roberts, newly elected Member to the SDNPA.
- iii. Consultation on South Downs Local Plan.

LAT

- i. Notes of meeting 5th August 2015.
- ii. Report from Lawrie Ellis. Copied to Council.

Resident Letters

- i. Concern over post office closure.
- ii. Concerns over A283 from Station to Stopham.

Storrington, Sullington & Washington Neighbourhood Plan

Consultation from 28th August to 9th October 2015.

Pulborough Society

September 2015 newsletter.

Publications

- i. The Clerk - September 2015
- ii. Pulborough Community News (St Mary's Church) August & September 2015.
- iii. CPRE - Fieldwork (Summer 2015) and Countryside Voice (Summer 2015)
- iv. Clerks & Councils Direct

LAT

Minutes of meeting 8th September 2015.

Publications

- LCR - Autumn 2015
- Mary How Trust Newsletter
- Wey & Arun Canal Trust - Wey South Autumn edition

HALC

Minutes of meeting held 10th September 2015.

Environment Agency

Update : Draft scheme to abolish the River Arun IDD September 2015

SALC

Planning Events. Copied to Council.

Pulborough Village Hall

Acknowledgement and decline of offer for two years rent in advance.

Residents Letters

Follow up to letter enclosed in "Correspondence" regarding closure of banks and post office. Copied to Council. *Members stated that they had nothing to add to the Clerk's comments already sent.*

RSPB

Invitation to local wildlife sites event for Arun & W Rother landowners and managers.

Horsham Matters Ltd

Year 4 Community Youth Work Employment Costs. Copied to Council