



# 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 16<sup>TH</sup> FEBRUARY 2017** **AT PULBOROUGH VILLAGE HALL**

**PRESENT:** Cllrs: Qusted (Chairman), Clarke, Court, C Esdaile, J Esdaile, Henly, Hare, Kay, Kipp, Lawson, Tilbrook and Wilson

**IN ATTENDANCE:** Mrs H Knight (Clerk)  
Ms V Green (Neighbourhood Warden) (part of meeting)  
Ms C Boniface (Neighbourhood Warden) (part of meeting)  
1 Member of the public (part of meeting)  
County Cllr Pat Arculus (part of meeting)

*The meeting opened at 7.30pm*

#### **124. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Wallace. Subsequent to the meeting Cllr Reddin had submitted apologies due to work commitments.

#### **125. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

There were no declarations of interest or changes to registers of interests made.

#### **126. MINUTES**

##### **126.1 Full Council**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 19<sup>th</sup> January 2017 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

##### Clerk's Report

Min. 57 - Public Art Scheme at Stane St, Pulborough - DC/15/1084: Further information from the developer, Cala Homes, is awaited. It is understood that Mrs Clarke has kindly agreed to be one of the Council's panel representatives with the Cllr J Esdaile (Cllr Wilson is reserve), dependent on date and venue.

##### **126.2 Planning & Services Committee**

It was noted that the Council agenda should have included Minutes from 19<sup>th</sup> January as well as 2<sup>nd</sup> February 2017 meetings. Members received the Minutes of the Meetings held 19<sup>th</sup> January 2017 and 2<sup>nd</sup> February 2017. There was nothing to report under Clerk's Report.

It was noted that the Committee had made arrangements for a Task & Finish Group meeting to discuss Village Services, to which all councillors were invited. This was to take place on Wednesday 22<sup>nd</sup> February 2017, at 2pm at the Sports Pavilion Committee Room. Any recommendations would be reported to the next Committee meeting.

**126.3 Recreation & Open Spaces Committee**

It was noted that the meeting scheduled for 12<sup>th</sup> January 2017 had been cancelled due to severe weather warnings. The next meeting of the Committee had taken place on 9<sup>th</sup> February 2017 however as the minutes were not yet available, these would be received at the March Council meeting. There was nothing to report under Clerk's Report.

**126.4 Finance & Policy Committee**

Members received the Minutes of the Meeting held on 26<sup>th</sup> January 2017. There was nothing to report under Clerk's Report.

**126.4.1** Members noted the Committee recommendation under Min. 78 to approve adoption of the amended Financial Regulations in line with updated NALC Model Financial Regulations. It was **RESOLVED** to approve adoption of the amended Financial Regulations. The Clerk would make the necessary amendments to these and Standing Orders ready for annual review at the Annual Council Meeting in May.

**126.4.2** Members noted the recommendation under Min. 84.3 for a restructure of the Council's administrative staffing and the ensuing job change/financial implication, which was budgeted for. It was **RESOLVED** to approve the promotion of the Assistant Clerk to the position of Deputy Clerk as detailed.

**127. ADJOURNMENT FOR PUBLIC SPEAKING - TO INCLUDE REPORT FROM NEIGHBOURHOOD WARDENS IF AVAILABLE**

The meeting was **adjourned** between 7.40-8.05pm for public speaking. Mr L Ellis spoke to the Council about revised arrangements for the regular stall he shares with the Parish Council: A larger table would be provided, with space for community information, including the Neighbourhood Wardens. The extra table was to be funded by Horsham District Council (Community Safety) therefore there would be no additional cost to Pulborough Council and the Clerk confirmed that a cheque had already been received for the full annual amount.

The Neighbourhood Wardens gave a detailed report and update to Council of recent activities and projects they are supporting or assisting with.

**128. DISTRICT AND COUNTY - TO RECEIVE ANY REPORTS FROM THE DISTRICT AND COUNTY COUNCILLORS PRESENT**

County Cllr P Arculus reported on a number of County Council matters including: WSCC budget which was expected to rise by 3.95%, including 2% approved by the Government for adult social care; Various parking issues in the area; Swan Corner improvements; Potholes and road repairs; Traffic and congestion issues - it was noted that potential road closure requests would require WSCC consultation with residents and ideally suggested solutions that engineers could consider.

District Cllr B Donnelley sent his apologies through Cllr P Clarke. District Cllr Clarke reported on various District Council matters including: A council tax rise of 2.5% had been agreed for the district; Officers are working their way through the new government planning white paper, what it means for increased housing provision and effects on neighbourhood plans; Controversial plans for a new incinerator for North Horsham; Controversial proposals for a new football stadium in Horsham on green space.

Brief discussion took place regarding a recent serious incident of foul sewage escape via manhole covers to public footpaths between Riverside and the A29. Southern Water had attended but the problem had not been resolved. A Member suggested an urgent meeting be arranged with Southern Water and other relevant authorities such as the District and County Councils, to discuss the issue. It was **AGREED** that this would form an agenda item for the next Planning & Services Committee meeting on 2<sup>nd</sup> March 2017.

**129. NEIGHBOURHOOD PLAN UPDATE - TO RECEIVE REPORTS AND RECOMMENDATIONS FROM THE NEIGHBOURHOOD PLAN STEERING GROUP**

The Chairman of Council reported on the Steering Group's last meeting on 7<sup>th</sup> February 2017. Despite the many setbacks of the past year, the group had reaffirmed its commitment to completing the Pulborough Neighbourhood Plan. Members noted receipt of the previously circulated HALC meeting minutes, which suggested actions for parishes to take to raise awareness of the difficulties facing progression of neighbourhood plans. No further action was decided upon by Pulborough Parish Council as similar steps to those suggested by HALC are already in hand.

Members noted the recommendation from the Steering Group that the Lower Street car park be registered as a community asset and it was **RESOLVED** that the Clerk should progress this. The Clerk advised that in her experience there would be a degree of research evidence to compile in order to complete this.

**130. PARISH COUNCIL VACANCY**

The Clerk reported that the statutory period following a resignation had now passed without a by-election being called. Following historical practice, the vacancy would now be advertised for co-option.

**131. SPORTS PAVILION REBUILD PROPOSALS**

Members had received a briefing report produced by Cllr C Esdaile. The Clerk reported on various contacts made to other authorities seeking advice or similar experiences for comparison. Considerable discussion took place regarding potential next steps and Members considered the options of appointing an architect and the process that would follow, or the alternative of appointing a construction manager/project manager to oversee the process including design. This would reduce the time taken overall but meant a larger contingency fund may be necessary, although the process should keep costs down in the long term. Members wished to ensure that if proceeding with such an appointment, once costs were known, there would be a stage to pause to consider financial viability and project funding, and probable public consultation. Query was made as to whether there was sufficient information currently available to provide to a construction manager. The Clerk suggested that the Council should produce a business plan and clear design brief, however Members felt this was not necessary at this stage.

Members having satisfied themselves on the foregoing points, it was **RESOLVED** that the Clerk, in liaison with Cllr Esdaile, proceed with drawing up appropriate draft paperwork for the process of appointing a Construction / Project Manager, including verifying any statutory requirements for advertising the position, for approval at the next meeting.

Cllr Esdaile was thanked for his clear and helpful report on this item.

**132. ELECTORAL REVIEW OF HORSHAM: DRAFT RECOMMENDATIONS**

Members noted the Local Government Boundary Commission for England (LGBCE) eight week public consultation on draft recommendations on the future electoral arrangements for Horsham District, closing 3<sup>rd</sup> April 2017. There was no direct effect on Pulborough itself, although the proposals included a third district councillor for Pulborough and re-warding the district area to cover Pulborough, Coldwaltham and Amberley.

**133. PULBOROUGH COMMUNITY PARTNERSHIP AND RSPB WILDLIFE TRAIL PUBLIC ART PROJECT**

The Chairman reported verbally on proposals, referring to the previously circulated briefing paper and leaflet design. It was **RESOLVED** to approve in principle support to this project in terms of design and finance, subject to further details coming forward for consideration. PCP is requested to consider changing the route to lead from the railway station along Cinder Path/Church Hill, and reducing the size and number of art pieces. The Chairman, as one of the Council's representatives would liaise with PCP.

It was further **RESOLVED** to request the District Council to earmark S106 public art funding for this project.

**134. VILLAGE MARKET - TO AGREE ATTENDEES AT THE MARKET ON SATURDAY 25<sup>TH</sup> FEBRUARY 2017**

Attendees with Mr L Ellis at the market were **AGREED** as follows: 9am-10am Cllr Kipp; 10am-11am Cllr Clarke; 11am-12pm Cllrs J and C Esdaile and Cllr Court; Cllrs Henly and Quedstedt would be there for the morning.

**135. REPRESENTATIVES - TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OTHER ORGANISATIONS**

- Cllr Hare updated Members on recent APCAG and CAGNE matters and on the first public meeting of the Noise Management Board

**136. CORRESPONDENCE - TO NOTE ITEMS OF CORRESPONDENCE AND TO GIVE GUIDANCE TO THE CLERK IN RESPONDING**

The Correspondence list (previously circulated to Council) is attached as Appendix 1.

- Members were asked whether the Council wished the 'Keep it Local' information from Locality to be a future agenda item but this was not felt necessary.
- Members asked for comments to be forwarded to HDC regarding the promotional leaflet on market towns accompanying the new rural car parking discs: a) the leaflet headings refer to market towns whilst the text refers to them, correctly, as villages; b) the photograph directly below the Pulborough narrative implies it is of Pulborough when it isn't; c) Could the Pulborough section include mention of the popular Village Market held every fourth Saturday of the month from 9am-12.30pm in the Village Hall, featuring a variety of interesting craft / food stalls?
- Cllrs J and C Esdaile requested that their names be registered for the First Aid course on 27<sup>th</sup> March 2017

**137. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA**

- Urgent sewage/drainage issues, including to approve the Clerk in liaison with Cllr Tilbrook writing to Southern Water to arrange an urgent meeting with them and other bodies (for P&S Committee) - Cllr Tilbrook
- Rural Car Parks Charging Strategy - update and outstanding queries (Cllr Kipp)

**138. PAYMENTS**

Members approved the following payments / direct debits and the cheques were signed:-

<b>Payee</b>	<b>£</b>
Horsham District Council	203.61
SSALC Ltd	90.00
Kent County Council	189.88
Kent County Council	28.94
Kent County Council	268.69
Viking	136.65
West Sussex County Council	7173.69
Daisy Communications	23.54

***The meeting closed at 9.55pm***

.....Chairman

.....Date

**CORRESPONDENCE****Appendix 1****HDC**

- Copied notification from Sussex Police Adur, Worthing & Horsham District Commander that Acting Inspector Steve Chalcraft has been appointed as the new NPT Inspector for Horsham
- HDC Annual Performance Report 2015-16 is available, providing a summary of their achievements over the last year and demonstrating how much it has cost to deliver services to Horsham district residents, businesses and visitors. Details are at: <https://www.horsham.gov.uk/financeandperformance/finance-and-performance/annual-performance-report>
- Community Safety Manager: details of Preventing Radicalisation training sessions - various 2 hour workshop dates available for organisations/agencies **Any Members interested should let the Clerk know**
- Email from Economic Development Officer: Market Towns Visitor Leaflet. A promotional leaflet has been drafted to be included in envelope with the new rural car parking discs. Any urgent comments on the leaflets from parish councils and community partnerships are requested by 22<sup>nd</sup> February to meet print deadlines. (Copied to Council) **Does the Council wish to make any urgent comments and would the Council like to have copies of the leaflet available from the parish office?**

**WSCC**

- County News January 2017 - including budget and investments agreed by Cabinet
- Chairman's letter detailing WSCC Election Prospective Candidates Event 27<sup>th</sup> February 6-8.45pm County Hall (**Copied to Council**)
- Chanctonbury County Local Committee - details of next 'Talk With Us' CLC meeting on Wednesday 1<sup>st</sup> March 2017, 7.00pm, Saxon Room, The Steyning Centre, Fletcher's Croft, Steyning BN44 3XZ. Agenda items include Community Initiative Funding Applications and 'Talk With Us' open forum.

**Sussex Police & Crime Commissioner**

PCC Newsletters for 20<sup>th</sup> Jan, 27<sup>th</sup> Jan and 3<sup>rd</sup> and 10<sup>th</sup> Feb 2017, topics: Precept agreement; National campaign on elder exploitation; Time to talk about mental health issues; Protecting our officers from assault

**Sussex Police and Horsham Police**

- Horsham Police weekly update 27 Jan 2017
- Message from Chief Inspector Howard Hodges: He will shortly be leaving Adur, Worthing & Horsham as District Commander to take up a new role at Lewes HQ as Operations Support Chief Inspector within Operations Command, date to be confirmed. Chief Inspector Miles Ockwell will be replacing him, moving from Criminal Justice within Specialist Crime Command.

**Neighbourhood Watch**

- Email news No 004/FEB17 - Burglary updates, including advice on home security
- Email News No. 005/FEB17 - Cold Calling: Advice to address cold calling issues, following recently reported numbers of incidents

**SALC/NALC**

- SSALC Employment Briefing and Awareness events 2017 - councils, as employers, are urged to attend these sessions, open to Members and Clerks, cost £55. Next events are Thursday 6<sup>th</sup> April at Lewes, and Tuesday 6<sup>th</sup> June at Leatherhead. **Any Members interested should let the Clerk know**
- NALC have updated two Legal Topic Notes, LTN35 Contracts and LTN68 Negligence
- Details of Locality 'Keep it Local' Guide - campaign for locally-commissioned and delivered public services which provide substantially better outcomes and value than standardised one-size-fits-all service, link to further information: <http://locality.org.our-work/campaigns/keep-it-local/> **Would Members like this to be a future Committee agenda item?**

- West Sussex ALC Spring Conference programme, Thursday 30<sup>th</sup> March at Lodge Hill Centre, Watersfield, 9.30am-3.50pm, £40 (ex VAT) per delegate. **Any Members interested should let the Clerk know**
- NALC DIS issue 900, 27<sup>th</sup> January 2017
- NALC Grants and Funding Bulletin 26<sup>th</sup> January 2017

### **HALC (Horsham Association of Local Councils)**

Minutes of HALC meeting 18<sup>th</sup> January 2017 **(Copied to Council as Agenda item 6)**

### **CAGNE**

Bulletin 63 - information on the Government Department for Transport Night Flight Consultation  
Details of AGM meeting 3<sup>rd</sup> March 2017

### **PAGNE**

Update Noise Management Board Briefing 4<sup>th</sup> February 2017

### **Gatwick Obviously Not (GON)**

- Night Flight Consultation and the NMB Open Meeting
- E-newsletter No 77 - response to the night flight consultation

### **Grant Aid 2016/17**

Letter of acknowledgement and thanks for the Parish Council's financial support from Community Minibus Association (West Sussex)

### **Public / Member / Parish Council - Correspondence regarding Rural Car Parking Scheme**

- Member of public forwarded details of Steyning petition and appeal process regarding Horsham Car Park Scheme
- Correspondence to and from Nick Herbert MP regarding the proposed parking charges *(copied directly to Council by correspondent)*
- Copy Letter from Steyning Parish Council to HDC formally objecting to Car Parking Scheme
- Copy of letter from Cllr Ray Quedstedt to West Sussex County Times (copied to Council)

### **Horsham District Older Peoples Forum**

Further details of next Forum public meeting and question time with Nick Herbert MP, 3<sup>rd</sup> March 2017, 10.30am-1pm, Drill Hall, Horsham. Open to all local councillors and anyone aged 60 or over living in Horsham District, or who cares for someone who is

### **Central & South Sussex Citizens Advice**

Details of review and changes at some centres in West Sussex in 2017

### **Village Market**

Notes from L Ellis from the Village Market held on 28<sup>th</sup> January 2017 **(Copied to Council)**

### **Pulborough Community Partnership**

Minutes of meeting held 18<sup>th</sup> January 2017

### **St John Ambulance**

Details of Essential First Aid for adults - free training at Warnham Park on Monday 27<sup>th</sup> March, 1.45pm-4.45pm (includes refreshment break) On completion you will receive an accredited certificate valid for 3 years. The training is free however a donation to St John Ambulance on the day would be welcome. **Any Members wishing to attend please let the Clerk know.**

### **HAMSVA Volunteer Centre**

Horsham District Networking Event details, Wednesday 29<sup>th</sup> March 2017 at East Clayton Farm, Washington, 10am-12.30pm.

### **NHS Coastal West Sussex CCG**

Details of voluntary opportunities within various health service groups