



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 VIRTUALLY USING MICROSOFT TEAMS
ON THURSDAY 18TH MARCH 2021

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) regulations 2020 (“the Regulations”) came into force on 4th April 2020. The Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until 7th May 2021.

PRESENT: Cllrs: Hare (Chairman), Clarke, Court (from Min. 299), Ellis-Brown, Esdaile, Harvey, Henly, Hunt, Kay, Kipp, Riddle and Trembling

IN ATTENDANCE: Mrs H Knight (Clerk), District Cllr D Van Der Klugt, 5 members of the public (part of meeting)

The meeting opened at 7.30pm.

On opening the meeting, the Chairman welcomed Cllr L Ellis-Brown to his first meeting following his co-option to the Parish Council.

296. APOLOGIES FOR ABSENCE

Apologies were noted from Cllr Lawson.

297. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no changes to the register of interests.

Cllr Hare declared a personal interest in agenda item 12, APCAG invoice, due to his being a Parish Council representative and also chairman of APCAG in his personal capacity.

298. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the online Meeting of the Council held on 18th February 2021 as a true and accurate record of the proceedings and that the Chairman would sign them.

Clerk's Report

The Clerk confirmed that Cllr Ellis-Brown had duly signed his Declaration of Acceptance of Office. The Clerk reminded Cllr Ellis-Brown to also return his Register of Interests form as quickly as possible.

Min. 284 - Clerk's Report/New Website: The new website went live on 12th March 2021. There were some ongoing adjustments to be made to appearance and content, and regular updating of content is a work in progress. The overall image/public appearance and the ease for Clerk and Deputy Clerk input and maintenance was a vast improvement to the Council's previous website.

Additionally, the Clerk had made enquiry with the Council's IT support about e-newsletters and had established that the new website supports a free software package that could be utilised if Council wished. Further information would be provided in due course.

299. COMMITTEE MEETING MINUTES

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

299.1 Planning & Services Committee

Members received the Minutes of the online Meetings held on 18th February and 4th February 2021. There was no clerks report.

299.2 Recreation & Open Spaces Committee

Members received the Minutes of the online Meeting held on 11th February 2021. There was no Clerk's report.

299.3 Finance & Policy Committee

Members received the Minutes of the online Meeting held on 25th February 2021. The Minutes included recommendation that, following committee review, Council adopt the new Social Media Policy, the new Policy and Protocol for Marking the Death of a Senior National Figure; and an amended Internal Control Policy (updated for ease of use). No further amendments were proposed by Full Council and the policies were adopted.

There was no Clerk's report.

300. ADJOURNMENT FOR PUBLIC SPEAKING

The Chairman welcomed four representatives from Pulborough Pump Track, who had registered to speak and give a visual slide presentation to Members. The meeting was adjourned at 7.41pm and reconvened at 8.03pm.

Members were pleased to view the presentation, which explained that a pump track is a contemporary recreational facility. Essentially it is a cycle skills course but suitable for bikes, scooters and skateboards so a resource for many different user and age groups. The group had initiated an online petition and gained 1,035 signatures supporting a pump track for Pulborough. The group had looked at sites that may be suitable, with two emerging as potentially viable, being the Rectory Close main recreation ground or the Cousins Way recreation ground. The latter had more restrictions such as large number of tree roots, less visible site, no parking facilities. The Rectory Close site had been identified as the preferred location by petition respondents. Residents adjacent to the site had been written to by the group to seek their views. The group addressed concerns raised by responders and Members during the meeting around potential for antisocial behaviour, parking and littering issues. They had obtained some quotes for installation costs and addressed how they would fundraise. At this stage, the group was seeking the Parish Council's support for the project itself and specifically for the location at the main recreation ground at Rectory Close.

Following the presentation Members asked some questions of the presenters and the Chairman thanked the group for attending.

301. PUMP TRACK PROPOSAL

Members discussed the presentation and proposals from Pulborough Pump Track at length. There was much Member support for the concept and for having a facility in Pulborough. Members also, however, expressed concerns about whether the Rectory Close recreation ground was the right location, given the close proximity of residential properties, the high number of field and car park users in normal / match playing times, and the potential for undesirable behaviour. Other potential sites were suggested such as land available in the new Brookfields development, land that may become available if land at New Place Nurseries is developed, and land at Carpenters Meadow. Queries were also raised about overall responsibility for the installation and maintenance of the track on parish council owned land, and the need for an impact assessment. Much of this would need further investigation. It was proposed to vote separately on whether to support the concept in principle and then to consider the matter of location.

It was **RESOLVED** that the Parish Council supports in principle the concept of a pump track for Pulborough, whilst acknowledging that there is still much work to be undertaken in terms of installation costs and funding the project. It was further **RESOLVED** that no decision on location would be taken at the present time, due to various differing views, but that all other potential sites are fully explored by Pulborough Pump Track, with recommendation back to Council. To this end, Members would forward any potential location suggestions and views by email to the Clerk by 31st March 2021, for feeding back to the organisation for viability assessment, and reporting back to the next Council meeting.

302. PULBOROUGH NEIGHBOURHOOD PLAN

It was noted that the Chairman of the Neighbourhood Plan Steering Group had not attended tonight after all as a meeting held with HDC and the NP Steering Group this morning had superseded matters. As previously reported, Historic England had raised some queries in their representation to the recent HDC Reg.16 public consultation, and some matters were resolved to their satisfaction with those concerns being withdrawn. However, further work was necessary to address some remaining queries. As a result, although sites chosen and allocations provided were unlikely to be affected, there were some significant amendments to be made to the Neighbourhood Plan documentation. HDC had now advised that they would be re-running Reg. 16 public consultation and the NP Steering Group had concurred with the decision. This would ensure that all statutory and public consultees had ample opportunity to examine the amended Neighbourhood Plan. It was anticipated that the final amended Neighbourhood Plan would be ready for the April Council meeting to sign off for the repeat Reg.16 six-week consultation prior to progressing to Independent Examination stage. HDC had provided assurance that the Examiner previously appointed would still be available and that this delay would not impact the Neighbourhood Plan alignment to the Local Plan process.

303. DISTRICT AND COUNTY REPORTS

D.Cllr Van Der Klugt updated briefly on progress of the new Local Plan, with decisions being taken in the next few months as to allocations for 1,250 homes.

D.Cllr Clarke reported that just over £7m had been paid out as Covid-19 support grants to businesses so far. In addition, the usual LEAP grant scheme has been running for new / start-up businesses. The Government was about to launch the latest Covid-19 funding tranche for the new Re-Starting the Economy scheme, further details of which were awaited.

304. COMMITTEE VACANCIES

Cllr Ellis-Brown had asked to sit on the Planning & Services Committee and the Policy & Resources Committee. It was **RESOLVED** to appoint Cllr Ellis-Brown to the Planning & Services Committee. It was **RESOLVED** to appoint Cllr Ellis-Brown to the Policy & Resources Committee.

Following nomination, it was **RESOLVED** to appoint Cllr Kipp as Chairman of the Planning & Services Committee. As a result a vacancy arose for a Vice Chairman of the Committee. Following nomination, it was **RESOLVED** to appoint Cllr Trembling as Vice Chairman of the Planning & Services Committee.

305. WSALC (West Sussex Association of Local Councils)

Cllrs Kipp and Hare updated Members on latest position. A new WSALC Board had been formed as a result of the recent WSALC AGM and Board Meeting. WSALC would no longer exist after 31st March 2021, however a new support process for advice and training for parish councils was in place with Trevor Leggo as the CEO, and access to external support from Mulberry & Co. It was hoped that in time East Sussex ALC may re-join the arrangement. Members now needed to consider whether to renew the subscription to WSALC (and thereby to NALC) for the 2021-22 year. A revised subscription invoice had been issued with a c£200 reduction. It was **RESOLVED** to approve renewal of the subscription to WSALC membership for 2021-22.

306. SPORTS PAVILION REBUILD / REFURBISHMENT PROJECT

The Clerk gave a brief update: There had been a query from Therm Energy, who were providing the planning application Energy Statement, as to use of renewables and sustainability. As a result, the statement would include provision for use of solar panels, however, these would come at a cost and may not be required by HDC Planning.

307. ASSOCIATION OF PARISH COUNCILS AVIATION GROUP (APCAG)

Cllr Hare re-declared a personal interest in this item and did not participate in the vote.

In his capacity as a representative to APCAG, Cllr Hare gave a brief update to Members on the position regarding Gatwick Airport and APCAG. Gatwick Airport management still intended to convert the emergency runway into a second runway and to grow the existing traffic within the existing runway, and to continue with night flights. It was **RESOLVED** to approve renewal of the annual membership subscription to APCAG.

308. PULBOROUGH VILLAGE MARKET

It was noted that the organisers of the market were seeking interest in attendance at a proposed re-commencement of the market on Saturday 24th April, although the café would not be open, and subject to the Village Hall being open. Following some discussion, it was **AGREED** that the Council was supportive in principle and that Cllrs Harvey and Henly would be available for a couple of hours each if the market is held that day.

309. REPRESENTATIVES ON OUTSIDE BODIES

Cllr Henly advised that the Village Hall and the PDCCA had not held meetings recently, although the latter was understood to be meeting the following week. Cllrs Hare and Kipp had each already previously reported on meetings attended on behalf of the Council for the Neighbourhood Plan, WSALC/SALC and APCAG.

310. CORRESPONDENCE

The Correspondence was noted (previously circulated to Council) and is attached as Appendix 1.

311. CHAIRMAN'S ANOUNCEMENTS AND URGENT MATTERS

The Chairman advised that in discussion with the Clerk it was apparent that the matter of producing the Council's Annual Report needed attending to. This is usually commenced at this time, for reporting/sign off by the April Finance & Policy Committee. The Clerk advised that no report had been produced for 2019-20, and it was unclear currently whether a printed copy would be distributed to each household using the previous distributor. However, Members may feel it useful to make a report available online as a minimum. A decision on printed copies would be considered at F&P. The Clerk would circulate the previous version to Committee Chairmen for input to the new report.

312. PAYMENTS

Payee	£
Mr F Bushby	20.00
Mrs L Underwood	122.99
APCAG	100.00
WSALC Ltd	1,663.82
Studio 5 (from Sports Pavilion EMR)	500.00

The meeting closed at 9.13pm.

.....Chairman

.....Date

UNCONFIRMED

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

- News release 26.01.21 New West Sussex Director of Public Health will help lead pandemic response
- Email 12.02.21 Covid-19 News – Vaccines, symptom-less testing, our budget and more (*forwarded to Cllrs*)
- News release 09.03.21 Horsham Enterprise Park: Business economy boost as development partner is appointed

HDC

- E-newsletter 15.02.21 topics include: Sign up for garden waste collections; Community Link service; National Empty Homes Week; Energy Efficient homes funding available; Horsham Museum & Art Gallery rare highwayman deathbed confession.
- E-newsletter 26.02.21 topics include: Free healthy eating cookery courses; Rewilding Rookwood – a new opportunity for greater biodiversity; Horsham Jobs and Skills Fair 28.04.21 – hiring employers should register for this digital event.
- Email 26.02.21 from Economic Development Team – 2020 End of Year Report.

NALC

- Email 16.02.21 Chief Executive's Bulletin, including copy of NALC Statement in response to Handforth Parish Council's viral meeting, and copy of SLCC Press Release (*forwarded to Cllrs*)
- Email 09.03.21 NALC launches new guide on cyber security.

SSALC

- Email 26.01.21 with Briefing Note from Sussex Police – Introducing the new Specialist Enforcement Unit
- Email 10.03.21 with Sussex Police Road Network Activity update 13-10th March (*forwarded to Cllrs*)

HALC

Email 05.03.21 Agenda and joining link for HALC AGM on Thursday 29.04.21 at 7pm and proposed amended HALC Constitution. *[NB: All councillors and clerks can attend as observers, only PPC 2 appointed reps have voting rights]*

Sussex Police

- Sussex Police & Crime Commissioner: E-newsletters 12.02.21, 26.02.21 and 05.03.21 topics include: Working in partnership to reduce crime; New scheme to target persistent domestic abusers.
- In the know Alerts 15.02.21, 16.02.21, 02.03.21 and 03.03.21 topics include: National Anpr survey; Horsham Weekly News and Appeals Crime summary; Sussex Safer Roads partnership cycle Safety Campaign.

Neighbourhood Watch

- In the know Alerts 01.02.21, 02.03.21 and 06.03.21, topics include: Soaring prices for pets during lockdown has seen a rise in theft nationally; Cyber based scams; Census 2021 – field census officers will be knocking on doors following up non-responders and will carry official ID cards.

Pulborough Neighbourhood Wardens

Warden's monthly report February 2021 (*forwarded to Cllrs*)

Pulborough Community Partnership (PCP)

- Agenda and Minutes of PCP meeting held 08.03.21 (*forwarded to Cllrs*); List of PCP projects 2020; Latest footfall figures in Lower Street 2020/21.
- Emails regarding river access/water sports: Update from D Hurst on enquiries he has made regarding better river access; Confirmation from N/Warden that the agreement with business units on the industrial estate near the station is still in place for Fluid Adventures customers to use on Saturday afternoons and all day Sundays.

Sussex Green Living

Details of online events: Horsham Future Forum 2nd Wed each month 7-8pm; Networking Wed 14th April; Youth Eco Forum (11+) every other Sun 6pm; Horsham Climate Café 1st Sat of every month 2-2.30pm; What are we investing our money in? Sat 3rd April. Places can be booked through Eventbrite at <https://www.eventbrite.co.uk/o/sussex-green-livinghorsham-climate-cfe-30023845980> or <https://www.sussexgreenliving.co.uk/events/>.

Residents

- Email 22.02.21 from resident expressing concerns about water sports users of the river and disturbance caused, Clerk has replied.
- Email 11.03.21 from resident expressing concerns about proposals for pump track on recreation ground, and other ASB and disturbance concerns around the recreation ground area; Clerk has replied.

PAGNE

Email 16.02.21 Latest News

CAGNE

E-newsletters/Bulletin 124 February 2021.

Publications

- LCR magazine, Issue 1 2021
- Clerks & Councils Direct, Issue 134 March 2021