



PULBOROUGH PARISH COUNCIL

Working together for a better future

PULBOROUGH PARISH COUNCIL

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MINUTES OF AN MEETING OF PULBOROUGH PARISH COUNCIL 21st SEPTEMBER 2017 AT PULBOROUGH VILLAGE HALL

- PRESENT:** Cllrs: Qusted (Chairman), Clarke, Court, C Esdaile, J Esdaile, Hancock, Hare, Henly, Kay, Kipp, Lawson, Reddin, Tilbrook, and Wallace
- IN ATTENDANCE:** Mrs H Knight (Clerk)
County Cllr P Arculus
District Cllr B Donnelly
1 member of the public

The meeting opened at 7.30pm

66. APOLOGIES FOR ABSENCE

All were present. The Chairman formally welcomed Cllr Samuel Hancock and the Clerk confirmed that he had duly signed the Declaration of Acceptance of Office following co-optation in July.

67. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

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

68. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 20th July and Extraordinary Meeting held on 13th September 2017 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Min. 47 Report from Neighbourhood Wardens: The Wardens have confirmed that as requested they will attend Council meeting in person at least once a quarter, and will otherwise provide a written update for meetings.

Min. 49 Neighbourhood Warden Scheme: Following the Chairman's report publicising the Council's intention to continue with the scheme beyond the 2 year pilot, pending public comment by 30th September 2017, to date only 3 responses have been received, 2 in support and 1 against. The matter will be considered in October.

Min. 60 Reports from Council Representatives: As agreed, the Clerk forwarded the data received regarding the new HDC car park charging scheme on to HALC for their own discussions with HDC.

Min. 61 Correspondence: As requested, the Clerk forwarded details of an alleged unauthorised GTTS site on to HDC but subsequently discovered this had already been done by the Deputy Clerk through P&S Committee, on both occasions the response received advised that occupation is only by staff working at the car wash and therefore not eligible for inclusion in the HDC survey.

69. COMMITTEE MEETING MINUTES

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

69.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 20th July, 10th August and 7th September 2017. There was no Clerk's report.

69.2 Recreation & Open Spaces Committee

Members received the Minutes of the Advisory and Committee Meetings held on 13th July 2017. There was no Clerk's report.

69.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 27th July 2017. There was no Clerk's report.

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

The meeting was not adjourned as there were no public present and apologies had been received from the Neighbourhood Wardens due to work patterns/commitments. A written report from the Wardens was noted (circulated). Members supported a request from the Wardens to change two Thursday evening shifts to daytime ones due to reduced ASB incidents and to better accommodate work with vulnerable/elderly, noting that this would be re-adjusted if ASB reports rose.

71. TO RECEIVE ANY REPORTS FROM THE DISTRICT AND COUNTY COUNCILLORS PRESENT

County Cllr Arculus updated Members on the status of various Pulborough Parish Council /WSCC Highways projects from a list recently liaised through the Clerk: Lower St Regeneration - it was anticipated that the Project Engineer, Tom Collins, was to update PPC; Stopham Bridge pedestrian footbridge - this was in abeyance as too big a project for local Highways and referred to national programme but no new projects were being started currently. It was not known what had happened to the funding set aside and she would report back any update; Corn Store/Swan Bridge car park - Cllr Arculus may see if she can apply for the TRO, though it is best to come from a resident; 30mph speed limit at Stane St, near Masons Way, is in progress; Broomers Hill gateway signs - Members queried the fact that it was understood that PPC could apply for WSCC S106 funding for the cost of the signs but Highways had subsequently advised it wasn't eligible. Cllr Arculus asked the Clerk to forward the background information so she could make enquiry. A Member commented that there was another trench appearing immediately south of the A29 Swan Bridge (Coldwaltham) and Cllr Arculus agreed to follow this up.

District Cllr Donnelly reported on various HDC matters, including: £14m was being invested into the Broadbridge Heath Leisure Centre re-build which has just commenced; Business rates had recently been revalued, with £3m Government relief available HDC would be distributing funds through the district to benefit smaller business; A new trial basis of Government funding for faster Broadband speeds; Rural car parks now had cash payment facility as a result of public feedback.

District Cllr Clarke updated on several public consultations underway and a new White Paper with the Government's ideas on how housing need can be accommodated in various areas, which is likely to have significant impact for Horsham DC.

- 72. WSCC HIGHWAYS S106 FUNDS - TO DISCUSS WITH COUNTY CLLR ARCULUS UNSPENT FUNDS AND CONSIDER POTENTIAL PROJECTS**
County Cllr Pat Arculus advised that she was awaiting an up to date list from WSCC and would report back. Specific projects from PPC would normally need to be lodged with Highways and go through a formal process.
- 73. TO NOTE RESIGNATION OF CLLR VALERIE WILSON AND CONSIDER NOMINATIONS RECEIVED FOR CO-OPTION TO FILL THE CASUAL VACANCY**
It was formally noted that Cllr Wilson had resigned in July, and the Clerk advised that due process had been followed in advertising the vacancy. No by-election had been called and the Council could now co-opt to fill the position. Two nominations had been received and following voting, it was **RESOLVED** that Antony Bignell be appointed to the Parish Council. The Clerk would arrange his signing of the Declaration of Acceptance of Office and other administrative paperwork as soon as possible.
- 74. TO RATIFY URGENT WORKS UNDERTAKEN TO REMOVE TREE ROOTS AND REPLACE TARMAC SURFACE AT A COST OF £1,450 + VAT AT MASONS WAY PLAY PARK**
Members **RATIFIED** urgent action taken in August by the Clerk in liaison with the Chairman in progressing works required at Masons Way Play Park for safety reasons.
- 75. TO CONSIDER RECOMMENDATION FROM R&OS COMMITTEE MEETING 14.9.17 TO APPROVE PARTIAL CLEARANCE WORK AT A COST OF £1,790 + VAT**
The Committee had agreed to recommend partial clearance of overgrown/invasive vegetation/flytipping and some log piles, leaving some areas of water vole habitat undisturbed. Council **RESOLVED** to approve this work to be undertaken by S Brierley Groundworks Ltd.
- 76. TO CONSIDER REPAIR OF DAMAGED BOUNDARY FENCE BETWEEN SPORTS PAVILION AND BOWLS CLUB** (referred from Council 20.7.17 Min. 51 and 22.6.17 Min. 33)
It was noted that two quotes had previously been obtained for replacement of the damaged fencing, and that an initial claim had been raised with the Council's insurance, with a excess payable of £250. Following some discussion, it was felt that the fence may be superfluous and could be removed altogether rather than replaced. It was **AGREED** that the Bowls Club would be contacted first to ascertain whether there was any objection to the Council doing so and the matter then further considered by Council, as there would be a cost for removal also.
- 77. TO NOTE COMPLETION AND CERTIFICATION OF ANNUAL RETURN /EXTERNAL AUDIT FOR YEAR ENDED 31ST MARCH 2017**
Members noted the completion of the external audit with no matters raised. Public notices had been appropriately displayed as required.
- 78. TO NOTE AND APPROVE COUNCIL INSURANCE POLICY RENEWAL AT A PREMIUM OF £4,983.54 INCLUDNG IPT**
The Council's insurance policy was due for renewal on 1st October 2017 under the Long Term Agreement with brokers Came & Company. It was **RESOLVED** to approve the renewal premium of £4,983.54 inc IPT (included on payment authorisation list later on the agenda).
- 79. SPORTS PAVILION REBUILD PROJECT: TO CONSIDER FOUR OUTLINE PROPOSALS, APPROVE COUNCIL'S PREFERRED PROVIDER AND AGREE THE WAY FORWARD**
It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they be instructed to withdraw for this item (Agenda item 14, SO 1c (contractual refers)).

Further to the Extraordinary Council Meeting held 13th September 2017, when Members viewed presentations from the shortlisted companies of their costed outline proposals, Members considered the proposals submitted by Companies A, B, C and D. Following lengthy discussion, it was unanimously **RESOLVED** that Company B, MacConvilles Surveying, was identified as the Council's preferred provider and would be contacted to confirm this and to begin the appointment process, subject to contract and to due diligence checks being undertaken by the Clerk.

80. NEIGHBOURHOOD PLAN - VERBAL UPDATE

There were no recommendations from the Steering Group for consideration. Members were updated on recent meetings attended by the NP Steering Group. A meeting had been held with HDC and the developer, and a separate meeting with the landowners, regarding areas of land at New Place Nursery. Subsequently, HDC had advised that one particular area will be categorised as a strategic site. A further meeting was now being arranged to determine aspects of this outcome and any effect it may have on the Neighbourhood Plan. A Member suggested that the Clerk research the strategic documents used for the HDC 2013 HDPF review, when this site was previously considered. Members were advised that the Neighbourhood Plan has just commenced a package of technical support from AECOM, through Locality, on the Housing Needs Assessment (HNA). The next step would be arranging site visits during early October, followed by formal site assessment. The next Steering Group meeting is in early November.

81. TO CONSIDER RESPONSE TO DISTRICT COUNCIL REQUEST FOR SUGGESTED IMPROVEMENTS TO LOWER STREET CAR PARK

The District Council was embarking on a scheme of rural car park improvements and had requested a meeting or feedback of suggestions. Improvements could be projects such as lighting/lamp columns, low level lighting, relining and resurfacing, planters, street furniture, incorporating history into car park designs. Members were of the view that these seemed somewhat superficial and that better fund use would be projects such as having public toilets in Lower Street car park. It was **RESOLVED** that HDC be requested to consider provision of public toilets for Lower Street Car Park, using the automated ones at Arundel as an example, bearing in mind the proximity to the South Downs National Park and lack of such facilities locally.

82. TO NOTE WEST SUSSEX ALC AGM AND AUTUMN CONFERENCE AND AGREE ANY ATTENDEES

The WSALC AGM and Conference on 4th October 2017 were noted. It was **RESOLVED** that as the Council's representative Cllr Quedsted would attend the free of charge AGM and that Cllr Henly and the Clerk would attend the conference, at a cost of £48 each + VAT.

83. TO CONSIDER ABOLISHING ADDITIONAL CORRESPONDENCE - PROPOSAL BY CLLR QUEDSTED

Members discussed the proposal (previously circulated) and spoke for and against. The Clerk advised that officer view was that it may be imprudent to remove the opportunity for reporting additional correspondence. It was **RESOLVED** that in future, Additional Correspondence lists should only include items of exceptional importance, at the discretion of Clerk/Deputy Clerk and if necessary in liaison with Chairman / Chairmen of Committee.

84. TO CONSIDER CARE IN THE COMMUNITY - PROPOSAL BY CLLR TILBROOK

A proposal had been previously circulated, however Cllr Tilbrook withdrew the item as the matter was currently being addressed through liaison with AECOM via the Neighbourhood Plan.

85. TO AGREE COUNCILLOR ATTENDEES AT THE VILLAGE MARKET ON SATURDAY 23RD SEPTEMBER 2017

Cllr Henly confirmed that she would assist Mr Ellis at the Village Market instead of the Harvest Fair. A number of other Members were already confirmed to assist with the PPC stand at the Harvest Fair the same day. Cllr Quedsted was now unable to assist with setting up the Harvest Fair and Cllr J Esdaile offered to assist instead.

86. TO RECEIVE REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OTHER ORGANISATIONS.

- Cllr J Esdaile reported on the selection panel for the Stane Street public art commission she and Mrs A Clarke had represented PPC on: The panel met on 18th October and an artist had been chosen and had accepted. There would now follow in due course further work on public consultation and engagement and the artwork would fit in to the legal agreement of the development programme as per S106 conditions.
- Cllrs Kipp and Henly had attended the recent HALC meeting. HALC were meeting with HDC shortly to discuss the impact of the HDC car park charging scheme. A number of parish councils had questioned the recent HDC request for suggestions for rural car park improvements.
- Cllr Hare had attended APCAG and GNMB meetings, and at his request the GNMB 7 Report had been copied to Council.
- Cllr Court updated Members on improved membership and finances of the Sports & Social Club
- Cllr Quedsted had attended the recent inauguration ceremony of the new minister of St Mary's Church, as Chairman of Council.

87. CORRESPONDENCE

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk highlighted various items of note. This included the copy letter/attachments from the Chairman of Pulborough Community Partnership urging response to the Highways England A27 Arundel Bypass consultation by the 16th October deadline, and especially support for option 5a which according to Highways England statistics would reduce traffic through Pulborough by 33%. The Clerk asked whether Members wished this to form an agenda item on the forthcoming Planning & Services Committee. Members felt this was not necessary and that more impact would be gained by Members responding individually, increasing response volume to Highways England. Members were urged to do so and it was noted that as long as individuals made clear it was not a formal council or corporate response, they could state that they were a parish councillor.

88. PAYMENTS

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

Payee	£
Mrs H Knight	10.88
P'borough Recreation Ground Sports 7 Social Club	340.00
Kent County Council	53.80
CPRE	36.00
Came & Company	4983.54
Butler Fuels	505.82

The meeting closed at 9.45pm

.....Chairman

.....Date

CORRESPONDENCE

Appendix 1

WSSC

West Sussex Cycle Summit 'Building Cycle Networks for Health and Independence', 9th October, 1-4.30pm, County Hall North. For councillors, officers and decision-makers. Free, light refreshments. Please let the Clerk know if Members wish to attend s places must be registered.
County News, Horsham district, July 2017

HDC

Various alerts regarding traveller movement/camping in district and other district areas (emails forwarded to Council)
Press release and Cllr correspondence regarding introduction of rural car park coin payment machines from mid August following user feedback
Letter from HDC Year of Culture Project Co-ordinator announcing preparations and parish council involvement opportunities in Year of Culture 2019
Details of opportunity for public to put questions to the Sussex Police & Crime Commissioner, Katie Bourne, at the upcoming police and crime panel meeting (deadline 22nd September) (forwarded to Council and various community groups)

Sussex Police

Horsham Weekly Bulletins 28th July, 11th and 18th August 2017
PCC Newsletters 28th July, 4th, 11th and 18th August 2017

SALC

SALC Training Programme 2018 survey - forwarded to Councillors for individual response by 2nd August 2017
SALC Cllr training and update evening Thursday 26th October 2017, Crowborough - forwarded to Councillors
Email containing link to leaflet from Alzheimer's Society 'A guide for MPs and councillors to create dementia-friendly communities in England'
SALC September 2017 Newsletter (forwarded to Council)

HALC

Agenda for 18th September 2017 and Minutes of Meeting 12th July 2017 (forwarded to PPC rep)

Neighbourhood Warden matters

Thanks from the wardens for Councillors recent congratulations (forwarded to Council)
Two letters of support for continuance of Neighbourhood Warden Scheme from a resident and from Pulborough LAT
One email supporting discontinuance of Neighbourhood Warden Scheme from a resident

APCAG

Gatwick Noise Management Board 7 Report (Copied to Council as requested)
Communications announcing merger of PAGNE and BIPLANE

PAGNE

Copy of NMB7 Notes and High Level Objectives

CAGNE and GON

Various email updates and announcements

Nutbourne Residents' Association

Meeting minutes 25th July 2017

LAT

Minutes of meetings on 9th August and 6th September 2017

Village Market

Notes from L Ellis from the Village Market held on 22nd July 2017.

The Pulborough Society

Copy of new publicity flyer about the society.

PCP

Minutes of meeting on 5th September 2017
Email and copy generic letter/attachments from PCP Director to local parish councils and others regarding the Highways England A27 Arundel Bypass improvement scheme consultation, urging response in support of option 5A to reduce local traffic in the Pulborough area. (*copied to Council*).

Publications

Clerks & Councils Direct September 2017, issue 113