



PULBOROUGH PARISH COUNCIL

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**MINUTES OF AN ORDINARY MEETING
OF PULBOROUGH PARISH COUNCIL
HELD ON THURSDAY 18th SEPTEMBER 2014
AT PULBOROUGH VILLAGE HALL**

PRESENT: Cllrs Qusted (Chairman), Clarke, Kipp, Henly, Mortimer,
Tilbrook, J Wallace & E Wallace.

Cllr. Gill arrived at 8.02pm

IN ATTENDANCE: County Cllr Pat Arculus, District Councillor Brian Donnelly,
Simon Gruber and Nigel Carande (Willowmead Ltd), 11
Members of the Public and Lisa Underwood (Assistant Clerk).

The meeting opened at 7.30pm

55. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Buck, Ellis and Lawson.
District Cllr Paterson had also advised that he was unable to attend.

56. DECLARATIONS OF INTEREST

There were no declarations of interest.

57. MINUTES

57.1 Full Council

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held 17th July 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Item 44 – Horsham District Planning Framework: Proposed Submission

The timetable for the examination by the Inspector has been laid out and will start on November 4th (details circulated to members in their additional correspondence).

Item 45 – Neighbourhood Planning

Over 750 completed surveys have been received which represented about 30% of households. The analysis was now underway with initial findings to be published at the Harvest Fayre. Volunteers are sought to assist with this analysis.

Cllr. Tilbrook gave details of the percentage of age groups who returned a completed survey. It was noted that an effort needs to be made to involve younger people, as the response rate in this age group was very poor.

57.2 Planning & Services Committee

Members received the Minutes of the Meetings held 17th July, 7th August and 4th September 2014.

Clerk's Report

Item 69 – Correspondence

Regarding the complaint received from Heine Planning Consultancy, a letter of retraction and apology and been sent and accepted. Heine Planning Consultancy had also advised that this written apology and retraction was sufficient and it was not necessary for the Chairman and Cllr Tilbrook to attend the hearing to reiterate these statements.

Members AGREED that the Chairman and Cllr. Tilbrook will attend the hearing. The Assistant Clerk advised that they will need a pre-approved script for the hearing.

57.3 Finance & Policy Committee

Members received the Minutes of the Meeting held 31st July 2014

Clerk's Report

Item 24 – Provision of Services by WSCC

The Clerk is yet to organise the meeting as instructed.

39.4 Recreation & Open Spaces Committee

Members received the Minutes of the Meeting held 10th July 2014

Clerk's Report

Item 29 – Clerk's Report – Allotments

A further quotation for the ditch clearance was obtained from 'Drainboss' at a cost of £5900.00 +VAT, compared to 'Brierley Groundwork Services' of £3500.00 + VAT. The Assistant Clerk has been unable to get a third quote as it is proving difficult to find companies that do this type of work, however the Clerk has suggested that 'Land Build' might be able to quote, and so they will be contacted shortly, along with another Contractor noted today.

Item 32 – Door to Changing Rooms at the Pavilion

A plan of the Pavilion was sent to the Football Club, the Pythons, the Cricket Club, Fred Bushby, the Snooker Club and the Stoolball Club, asking them to mark which keys they hold to which door. Despite chasing we have not received a reply from the Football Club, the Pythons, Fred Bushby or the Snooker Club. The Assistant Clerk would like to request that all clubs and Fred send back the plan, marked as requested. The Stoolball and Cricket Club do not have a key to the access door to the changing rooms. This matter will be added to the R&OS agenda for 9th October 2014, to decide if the locks should be changed.

Item 34 – Allotments

The Assistant Clerk amended the tenancy agreement as requested. Also under clause 5, of the tenancy agreement, an additional clause has been inserted, which was originally in the covering letter '*There must be a minimum two feet wide clear strip of land by the fences of Aston Rise with nothing left on this strip and nothing placed against the fences*'.

The Clerk advised that beekeeping is not allowed due to health & safety grounds, and consideration to all plot holders.

Item 35 – Rectory Close Pipeline

Cllr. Quedsted met with WSCC on site to discuss this issue. The Parish Office has been given a contact at WSCC to call when there is heavy rainfall, so it can be inspected again. However, having received a copy of a job order from WSCC it seems that Balfour Beatty have been instructed to proceed with a camera survey. The Assistant Clerk will monitor the situation.

Item 36 – Footpath Behind Park Mound

John Dennison has emailed WSCC regarding this matter, copies of which are under Additional Correspondence in Councillor packs. No reply from WSCC has been seen by the Parish Office.

Item 37 – Multisport's Facility Walls

Fred has advised that he will be able to paint the multisports facility walls in the winter, when his workload is not as much. He estimates it would take about 2 weeks, if done with a roller. The Parish Office will therefore facilitate this when appropriate unless instructed otherwise by the Committee.

58. CO OPTION OF COUNCILLORS

The Chairman welcomed four candidates who had expressed a desire to sit on Pulborough Parish Council and Members received letters of introduction from each person.

The Chairman then invited all Members to vote by show of hands for their preferred candidate for the first vacancy. There was a majority, therefore:

RESOLVED: Christopher Esdaile duly co opted to Pulborough Parish Council.

The process was then repeated to fill the second vacancy.

RESOLVED: Valerie Wilson duly co opted to Pulborough Parish Council

The process was then repeated to fill the third vacancy.

RESOLVED: Sarah Jane Mills duly co opted to Pulborough Parish Council

Cllrs Esdaile, Wilson & Mills all duly signed their Declarations of Acceptance of Office which were countersigned by the Proper Officer.

Cllrs Esdaile, Wilson & Mills received their Register of Members Interests and were advised that these must be returned completed within 28 days and that they will be published on the Parish Council website.

59. ADJOURNMENT FOR PUBLIC SPEAKING

There were no Public Speakers

60. DEVELOPMENT ADJACENT TO PULBOROUGH RAILWAY STATION

The Chairman welcomed Simon Gruber and Nigel Carande from Willowmead Ltd and invited them to address the Council regarding proposals for development to the west of the railway station.

Meeting adjourned: 7.50pm

Meeting reconvened: 8.09pm

The Chairman thanked Mr Gruber and Mr Carande for taking the time to address the Council with their presentation (see Appendix 2) and asked if members had any questions.

Questions were put to Mr Gruber and Mr Carande and the following points and comments were made:

- These are the initial stages of planning, Willowmead Ltd are in consultation with all connected parties, including Network Rail, neighbouring properties and businesses and they welcome the opportunity to come back to the Parish Council further along the process.
- Willowmead Ltd would be interested to see the results of the Neighbourhood Plan survey.
- Cllr. Clarke asked if tarmac could be provided, so people can park properly on Stopham Road, rather than stopping the parking of cars. Willowmead Ltd advised they had no control over this.
- It was confirmed that a mix of houses have been proposed. It would not be commercially viable for Willowmead Ltd to only provide affordable housing.
- Pedestrian safety was discussed under the railway bridge, however Willowmead Ltd advised that it would not be viable for them to take on that issue with this project, but maybe traffic calming on the eastern side aswell, would be a good proposal. County Cllr. Arculus advised that she has been consulting with Engineers regarding the issues with the bridge, and she will make sure they are involved with the discussions with Willowmead Ltd.
- The high cost of parking, and the capacity in the railway car park was raised, which members believe stops people parking in there. The concern is that if parking is stopped along Stopham Road, vehicles will park elsewhere in the village, causing problems. Cllr. Tilbrook would be happy to be involved with the dialogue on this issue with Network Rail, who have previously said that they would look at the costs, but did not. This might be a good time to apply some leverage.

61. DISTRICT AND COUNTY

County Cllr. Arculus advised that there are issues over previous planning applications, when the property is near a watercourse. This used to be the responsibility of the Environment Agency. County Cllr. Arculus wishes to highlight that, as the Parish Council know the local watercourse, it is worth the Parish Council highlighting any issues because there is currently no clarification between District and County as to who's looking at what.

District Cllr. Donnelly congratulated the Neighbourhood Plan team on the survey results, and reiterated Cllr. Tilbrook's comments that the views of the younger age range need to be obtained.

He advised that Horsham's 20 year strategic plan was with the Inspector, and was surprised at the short period of 9 days the Inspector has to go through it.

It was noted that the decision regarding the 2nd runway proposed at Gatwick was not under the control of HDC or WSCC, although they can have an input on the infrastructure and environment requirements, and it is very important that HDC and WSCC are involved in the discussions regarding this.

62. S106 FUNDING

Members received the most recent summary of available S106 Community Contributions and noted that there were no changes from the previous summary.

Cllr. Clarke requested that the maintenance of the war memorial be looked at, and suggested a project team be set up. It was questioned whether funds could be obtained from S106 monies, or is this only for new projects? The Clerk was instructed to add this matter to the agenda at the next Full Council meeting.

Cllr. Kipp would like some information about the memorial garden, what the plants mean etc, to be placed in situ, on a noticeboard and asked if the art funding money could be used for this purpose. The other option suggested was to have the existing noticeboard moved within the memorial garden. The Assistant Clerk was instructed to add this to the next R&OS agenda for discussion.

63. JOINT WEST SUSSEX MINERALS LOCAL PLAN: MINERAL STUDY SITES

Members received an extract from the study which highlighted land at Wickford Bridge as a potential site for the extraction of silica. Members would like the following comments noted and sent, to WSCC, and instructed the Clerk to do so accordingly:

- European regulations, which restrict developments near bird reserves need to be taken into account, these are not mentioned in the study. (It was noted, for the purposes of the Neighbourhood Plan, Pulborough Parish Council need to know where the boundaries for Pulborough reserve are).
- It was noted that heavy vehicle movement will have an impact on Pulborough, and members wish to note their concern.
- Members are concerned about the backing up of any blockage, which may cause flooding within the two rivers.

64. CHRISTMAS LIGHTING

Members received a quotation of £3200 from Festive Illuminations for the provision, erection and dismantling of 40 trees along Lower Street, as had been provided in the previous two years. It was noted that, once again, all properties having a tree will be asked for the £10 donation towards costs. The Council AGREED to these costs and instructed the Clerk to proceed with an order.

RESOLVED: The Clerk will accept the quotation and proceed with an order, and request donations accordingly.

65. SUSSEX LOCAL

Cllr. Mortimer agreed to write a monthly article for the Sussex Local, with input from the other Councillors. The Assistant Clerk will provide Cllr. Mortimer with the deadline dates.

RESOLVED: Cllr. Mortimer to write the monthly article for the Sussex Local.

66. LOWER STREET

Cllr Tilbrook advised that he had a productive meeting with WSCC and they have a proposed 2 stage plan (see appendix 3). If stage 1 was approved, the timescale would be 1.5 – 2 years. Cllr. Tilbrook highlighted a similar plan in place in the village of 'Rogate' which Ben Hamilton Bailey has designed. This is something which could be done for Pulborough, and something the Parish Council, Pulborough Community Partnership (PCP), and traders should push for.

67. HARVEST FAYRE

The rota was agreed, which will be sent out, along with joining instructions. The Clerk was instructed to issue accordingly.

Resolved: The Clerk to issue rota and joining instructions.

68. DRAFT FIRE AND RESCUE SERVICE CONSULTATION

The Council instructed the Clerk to thank and note the email recipients for their further comments, but as the consultation period was now over, there was nothing further the Council could add to the previous comments made.

Resolved: The Clerk will thank and note the email recipients as instructed.

69. VILLAGE MARKET

It was AGREED that Cllr Ellis could attend on 27th September, if he wishes to do so, but as the other Councillors were attending the Harvest Fayre they are unable to attend the Village Market aswell.

70. REPRESENTATIVES

Cllr. Tilbrook advised that he has been approached by Southern TV to be interviewed about sewerage and drainage.

Cllr. Tilbrook also reported that quite a few members of the PCP are standing down, which is a concern.

County Cllr. Arculus reported, from the CLC meeting, that the agreement, whereby parishes could carry out their own minor alteration work was still under review.

71. CORRESPONDENCE

The Correspondence is attached as Appendix 1.

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

- Purchase of "Trasantonis" by Jon Eggar for erection within Pulborough. (R&OS)
Cllr. Gill to provide information prior to the meeting.
- Maize Pests (AT) (R&OS).

73. PAYMENTS

Members approved the following payments and the cheques were signed.

Payee	£
Butler Fuels	506.27
Horsham Matters Ltd	2980.68
New Call Ltd	8.54
Ricoh UK	133.14
Victoria Bowles	175.00
Kent County Council	111.22
S D Engineering UK Ltd	798.29
HDC	165.49

The meeting closed at 9.39 pm

.....Chairman

.....Date

CORRESPONDENCE**FULL COUNCIL 18th JULY 2014**

All correspondence is available to view at the Parish Office (or can be forwarded via email) unless attached and marked Copied to Council.

HDC

- i) Updated Structure Chart with pen portraits of new starters at HDC
- ii) Economic Priorities Session – meeting on 16th October cancelled due to departure of Nigel Fitzsimmons
- iii) Notification of application for a new premises licence at Nyetimber Vineyard.
- iv) Polling Station Review – Comments by 25th September. Copied to Council.
- v) Notification of submission of Planning Framework 2014. Copied to Council.

Resident Letters (all Copied to Council)

- i) Email regarding condition of Rivermead bus shelter store and proliferation of straw along Lower Street.
- ii) Letter of thanks for invitation to opening of Memorial Garden

WSALC

- i) Request for issues/questions for inclusion on programme for follow up to the joint conference with AirS on “The Future Role of Town & Parish Councils”.
- ii) July August 2014 Newsletter. Copied to Council.

LAT

Minutes of meetings held 16th July and 20th August 2014.

Pulborough Society

August 2014 Newsletter.

Southern Water

Update on metering Programme.

Action in Rural Sussex

Invitation to AGM on 9th October 2014.

West Sussex Mediation Services

Invitation to AGM 25th September 2014.

Village Market

Report from Cllr Ellis from 26th July and 23rd August 2014. Copied to Council.

Publications

- i) Wey South (Wey & Arun Canal Trust) – Autumn 2014
- ii) The Clerk magazine – September 2014
- iii) Pulborough Community News (St Mary’s Church) September 2014
- iv) CPRE Field Work and Country Side Voice (Summer 2014)

Home Space Sustainable Accommodation

Letter of introduction as recently appointed manager all Gypsy & Traveller sites throughout West Sussex. Copied to Council.

Fairtrade

Letter following Annual Steering Group meeting and offer to attend a meeting to the new certificate (*Invited to attend meeting on 16th October 2014*). Copied to Council.

Pulborough Community Partnership.

Copy of Minutes of meeting 15th July 2014. Copied to Council.

Horsham Matters

Community Youth Work Annual Review 2013/14. Copied to Council.

Sussex Police

Horsham District Monthly Update (June/July 2014). Copied to Council.

WSCC

- i) Consultation on proposed expansion and building of new primary and secondary schools in the Crawley, Horsham and Mid Sussex area.
www.westsussex.gov.uk/haveuoursay
- ii) Operation Watershed 2014/15 Funding
- iii) 2014 Winter Service Training Hand out

Banks Solutions

Timetable and guidance notes regarding examination of Horsham District Planning Framework. Copied to Council.

LCR

Autumn 2014 edition

Resident letter

Letter suggesting purchase of "Trasantonis" by Jon Eggar for erection within Pulborough. Copied to Council.

SALC

Training programme for "New Councillor & Refresher Training" in Hailsham on 11th November. Copied to Council.

Pulborough Community Partnership

Minutes of meeting 15th July 2014. Copied to Council

Southern Water

Update on Southern Water's Business Plan for 2015 to 2020

Journal of Local Planning

Autumn 2014 edition. Copied to Council.

Sussex Police

Horsham District monthly update - August 2014. Copied to Council.

AirS

Agenda for AGM 9th October 2014.