



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 ON 21ST FEBRUARY 2019 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Qusted (Chairman), Bignell, Clarke, Court, C Esdaile, J Esdaile, Hare, Henly, Kay, Lawson, Trembling and Wallace

IN ATTENDANCE: Mrs H Knight (Clerk)
County Cllr P Arculus (WSCC)

Prior to the meeting, Members were to have received a briefing from the General Manager of Horsham Matters to discuss future Community Youth Worker provision, following withdrawal of Horsham Matters as service provider due to severe funding issues. Horsham Matters had been unable to send a representative. Instead, Mr Chris Cook, CEO of Sussex Clubs for Young People, spoke with Members about potential options for service provision up to and beyond 31st March 2019.

The meeting opened at 7.50pm

136. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reasons approved, from Cllrs Tilbrook (ill health), Kipp (personal commitment) and Caplin (personal commitment).

137. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

Cllr Hare declared a personal interest in agenda item 13 as the Chairman of APCAG. There were no changes to register of interests made at this point in the meeting.

138. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 17th January 2019 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

Min. 143, Interim Internal Audit Report 2018-19:

The Clerk reported that the auditor had observed in her report (though not as a formal point) that PPC no longer held the General Power of Competence (correspondence copied to Members for previous meeting). However, the Clerk held a different view and had subsequently sought advice from both SALC and SLCC, which had concurred with the Clerk's understanding that the GPoC was maintained by PPC up until the new administration took office following May 2019 elections. There was a caveat that if not currently meeting criteria, the power applied to existing/previous decisions taken whilst eligible. Council would need to resolve to adopt the power again at the Annual Meeting of Council in May 2019, if eligible at the time, or at an appropriate future meeting.

Min. 146, Neighbourhood Warden report – Church Hill footpath:

Subsequent to the decision to arrange a photograph illustrating the difficulties of disabled/mobility impaired residents using the footpath, WSCC had cleared back the overgrown vegetation following requests (including by the Neighbourhood Wardens). The photograph had not, therefore, been arranged and the Clerk asked whether Members' felt this was still necessary. Members confirmed their wish to proceed and Cllr Wallace agreed to arrange this with Cllr Court.

Min. 148, May 2019 Elections

The Clerk updated Members that HDC had confirmed that although applications to stand for election could not be returned by post or electronically and should be taken by hand, this did not have to be by the applicant in person. Correspondence had been forwarded to Members.

139. COMMITTEE MEETING MINUTES

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

139.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 17th January and 7th February 2019. There was no Clerk's report.

139.2 Recreation & Open Spaces Committee

Members received the Minutes of the Advisory and Committee Meetings held on 10th January 2019. There was no Clerk's Report.

Members considered the Committee recommendation and **RESOLVED** to approve applying for S106 monies to fund 90% replacement cost of the 'Kiddabout Roundabout', to the value of £6,863.85 + VAT, the remaining 10% cost to be funded by the Council as per the Committee decision (R&OS 10.01.19 Min. 71 refers).

139.3 Finance & Policy Committee

Members received the Minutes of the Meeting held on 24th January 2019. There was no Clerk's Report.

Members considered the Committee recommendation. It was **RESOLVED** to approve adoption of the Fire Safety Policy without amendment, following review (F&P 24.01.19 Min. 71 refers).

140. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public present.

141. RESOLUTION TO CHANGE ORDER OF BUSINESS

It was **RESOLVED** to take agenda item 19 at this point, to allow the representative from Sussex Clubs for Young people to hear the Council's discussion.

142. COMMUNITY YOUTH WORK CONTRACT

Members had received a short briefing from Mr Chris Cook, CEO of Sussex Clubs for Young People, prior to the formal Council meeting and had asked several questions. Mr Cook had given an informative overview of the background of both himself, the organisation and work they were currently involved with in the Horsham district, which included taking over the running of The Purple Bus (youth outreach).

Horsham Matters had formally notified councils that they would not be able to provide the Community Youth Worker service after 31st March 2019 and only a limited service was currently available up to that point. This decision had been taken following the withdrawal of some £100,000 funding by WSCC and after other viable options had been considered.

Members noted that due to the rapidly evolving situation, it was difficult to make firm decisions: Negotiations and potential collaborative arrangements were ongoing between Horsham matters, the District and Parish Councils and other potential service providers. Sussex Clubs for Young People and 4TheYouth Ltd were due to meet with Horsham Matters the following week to discuss contractual, staffing and area needs matters. Mr Cook confirmed that a proposal for a collaborative approach for PPC consideration would be available soon. Members were supportive of continuing the intended 2019/20 funding of £14,000 pending further information, and of the continuation of the current cluster arrangement with Billingshurst PC. It was thought that Billingshurst PC was also likely to support this going forward.

It was **RESOLVED** that, in principle, the Council supports continuation of the planned 2019/20 funding, and the continuation of the cluster arrangement with Billingshurst PC, subject to further details of funding requirements, and in the meantime the matter would be referred to the Finance & Policy Committee meeting of 28th February 2019 for further consideration, pending up to date information.

143. **DISTRICT AND COUNTY REPORTS**

C Cllr Arculus reported on some of the very difficult financial decisions that had been taken by WSCC at its recent budget meeting.

Considerable discussion took place with Members questioning the Government's proposed re-grading of the A29 to MRN status. The Clerk advised that she had asked the senior strategic planning officer for an update on when his officers would be able to undertake a Pulborough feasibility study as discussed at the meeting held with him. An update was not yet available.

Cllr Arculus highlighted that a group of residents was asking for waiting time limits at Arun Prospect due to problems with commuter parking. Correspondence with WSCC had moved towards asking the Parish Council to undertake its own Road Audit with WSCC support. The Clerk reported that a resident had contacted PPC this week about the matter, which was likely to go before the Planning & Services Committee in due course.

D Cllr Clarke reported in his capacity as ward District Cllr. As previously reported, the HDC SHELAA was out for consultation. 1125 houses were completed in the district last year. The number of affordable houses to be delivered had not been fully met but had been compensated for by funding from developers. The Government is considering a change to the standard method of housing need calculation, which will mean a likely increase from 860 to 1150 houses pa for Horsham District.

144. **SPORTS PAVILION REBUILD PROJECT**

The Working Group had met on 31st January 2019 when it was agreed that a re-worked sports provision strategy for the Sports Pavilion project should be drawn up. Work by Cllr Qusted, with Cllr Hare, was being undertaken with the sports clubs and social club to progress this. The Working Group wanted to adapt some earlier proposals from several years ago to re draft a new scaled back scheme. This would probably be a combination of refurbishment and new build, re-using the water tank/snooker room/changing room area but disposing of the committee room and other communal spaces with a new extension. Members noted some initial legal advice the Clerk had obtained via SALC solicitors regarding drawing ownership and correct procedures (copied to Council). Some further specific advice was still awaited. Cllr Clarke reported that D Cllr Adam Chalmers planned to visit Pulborough to view the sports pavilion as part of a review of potential HDC funding possibilities. Cllr Qusted agreed to provide a written draft for HDC to consider explaining the need for HDC funding support.

Following discussion, it was **RESOLVED** to approve that the Working Group could seek new proposal drawings from an earlier contractor and proceed with the strategy update work.

145. NEIGHBOURHOOD PLAN

The HDC senior Neighbourhood Plan officer had met the Neighbourhood Plan Steering Group on 13th February 2019 to brief members on the position regarding neighbourhood plans not yet 'made' and new Government / HDC planning policy. Neighbourhood Plans now needed to complete Reg 14 by mid-summer, after which unmade neighbourhood plans would have housing numbers allocated by HDC. He had also provided useful feedback on the site assessment work, which the Steering Group would be concentrating on, together with the awaited feedback report from the Aecom consultant. The Steering Group would be working hard to achieve Reg 14 as soon as possible. The tight timescale was a concern but was possible and Council would be kept informed.

146. REGISTERING AN ASSET OF COMMUNITY VALUE – PULBOROUGH RC CHURCH AND CAR PARK

Cllr Tilbrook had intended to report on this item and had been asked to collate the necessary research but was unfortunately unable to attend this meeting. The item had already been deferred from the November and January meetings (Mins. 123 and 138 refer). Members **RESOLVED** to defer the item again to the next meeting.

147. LAND ADJOINING THE ANCHORAGE AND WILLOWMEAD SITE

The P&S C'tte had discussed land adjoining The Anchorage Care Home and the new Willowmead development and whether improved accessibility could be achieved between the two sites. With Committee approval, the two had been put in touch with each other to discuss this but the matter had not progressed. Cllr Qusted proposed that Council approve undertaking a Land Registry search to ascertain ownership of a ransom strip between the two site boundaries to take the matter forward, for which the cost would be around £30. It was **RESOLVED** approve this action.

148. HDC YEAR OF CULTURE 2019 – 'PROJECT TW' CULTURAL EVENT HOSTING

Receipt of communications from HDC Year of Culture 2019 Production Co-ordinator seeking parish venues for free weekend performances / workshops was noted (copied to Council). The Council would need to fund venue hire but the events are funded by HDC. Some specific dates and performances were available to choose from (previously circulated). The Clerk advised that hire of the Village Hall Arun Hall would be £200 for the whole day or £18 per hour and events would be for a morning or an afternoon, including set up/clear up time. Members were supportive in principle of hosting a half day event but felt they needed more information about specific events in addition to the details already circulated, before deciding.

149. ASSOCIATION OF PARISH COUNCILS AVIATION GROUP (APCAG)

It was **RESOLVED** to approve renewal of the annual subscription to APCAG a cost of £100.

150. GDPR – MEMBER EMAILS

The Clerk reported briefly on completion of the recent migration to Office 365 and the introduction of individual councillor @pulboroughparishcouncil.gov.uk email addresses. Almost all Members now had new access set up for their personal computers or devices. There had been a couple of minor technical issues but these were being resolved. Otherwise the transition was proving straightforward. The new council email address should be used for all council communications and officers would not be using personal email addresses in future. Members would need to regularly check their council inbox.

151. VILLAGE MARKET: ROTA OF MEMBERS FOR SATURDAY 26TH JANUARY 2019

The following rota was **AGREED**: 8.30am/setting up – Cllrs Qusted and Wallace; 9.00am - Cllr Henly; 10.00am - Cllrs C and J Esdaile. It was understood that the Neighbourhood Wardens would be attending.

152. REPRESENTATIVES ON OUTSIDE BODIES

Members received brief verbal reports from those representing the Council on other organisations as follows:-

- Cllr Henly reported that the PDCCA has now recruited a new secretary;
- Cllr J Esdaile showed members an example of the new WildArt Trail way-marker being discussed at the forthcoming PCP meeting.

153. CORRESPONDENCE

The Correspondence list (previously circulated to Council) is attached as Appendix 1. The Clerk drew attention to some items of note, including:-

- Details of the new Police Property Act Fund;
- Invitation via SALC for Councillors to visit Sussex Police Communications Centre;
- A resident of Little Dippers regularly produces a useful list of contacts and activities in Pulborough;
- Letter of thanks from Mary How Trust for PPC grant aid funding with details of how this had been spent. The Chairman reported that he had received a letter of thanks to the Council from Pulborough Lunch Club, this was passed to the Clerk.

154. ITEMS FOR NEXT AGENDA

Item on registering a site as a Community Asset, as previously noted (Cllr Tilbrook reporting)

155. NEIGHBOURHOOD WARDEN STEERING GROUP

The previously circulated February 2019 written report from the Neighbourhood Wardens was noted, as was feedback from the Steering Group meeting held on 18th February 2019. Members noted the Clerk’s confidential report (previously circulated, with shift pattern) and discussed the two potential changes detailed. Matters were still subject to confirmation. It was **RESOLVED** that, subject to confirmation of changes affecting Pulborough taking place, an appropriate letter would be written on behalf of the Council and a proposed change of hours approved.

156. PAYMENTS

Members approved the following payments by cheque / direct debit / bank transfer and the relevant paperwork was signed:-

Payee	£
Pulborough Social Centre	20.00
Horsham District Council	53,631.00
Ass. of Parish Council Aviation Group	100.00
Pulborough Social Centre	128.05
SSALC Ltd	48.00
Kent County Council	205.66
Laker Building & Fencing Supplies Ltd	38.02

The meeting closed at 9.32pm

.....Chairman

.....Date

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

Email and poster from Community Development Officer with details of event for all faith based organisations providing community support. 'Faith in Action' is a free event for faith groups involved in social action, to be held on 30th April 2019, 4-6pm at Dalesdown, Nr Dial Post. Book a place online by searching 'Eventbrite Voluntary Sector Support' or for more information contact: 01403 215191, volunteering@horsham.gov.uk.

Sussex Police

- Emails from PCSO Erica Baxter:-

Details of PPAF – Police Property Act Fund – an opportunity for Horsham rural district communities to apply for up to £500 funding.

Update of current activities under the Rural Initiative, including meetings/close working with Neighbourhood Wardens, focussing particularly on drugs matters and 'county lines'.

- PCC Newsletters 11.1.19, 18.1.19, 25.1.19, 1.19 and 8.2.19. Headline topics include 'A Life More Ordinary' domestic/sexual abuse victims campaign; Sussex Police & Crime Panel backs PCC decision to increase police precept by £2 per month for Band D property, to further strengthen local policing; LGBTQ+ focus group held in Brighton.

In the Know alerts

Sussex Police Horsham Bulletins 15.1.19, 21.1.19, 22.1.19, 29.1.19, 5.2.19 and 12.2.19. Headline topics include First speed on Green camera goes live in Brighton & Hove; Modern Slavery - It's closer than you think; driving convictions / drink/drug driving convictions; Sussex Police keep up pressure on drug dealers; Changes to how police handle and record found property.

SALC / NALC

NALC: Open letter to all councillors from NALC Chairman (forwarded to Cllrs); Chief Executive's bulletins 18.1.19, 25.1.19, 1.2.19 and 8.2.19 (forwarded to Cllrs).

SALC: Bulletins 21.1.19, 28.1.19 and 12.2.19, including invitation for Cllrs to visit Sussex Police Communications Centre (forwarded to Cllrs); Chief Constable's written responses to Q&As from recent meeting with SALC (copied to Cllrs)

HALC

Minutes of meeting 23.01.19 (copied to Cllrs)

Nutbourne Residents' Association

Minutes of AGM 22.1.19

PCP

- Minutes of meeting 15.01.19
- Email response to resident enquiry about increasing footfall opportunities in Lower St.

Horsham District Age UK

Invitation to Diamond year celebration 30.1.19 (forwarded to Cllrs)

Horsham Older People's Forum

Email detailing 2019 public meeting dates: All 10.30am-1pm, tea/coffee 10.15am – Mon 18.3.19 Trinity Methodist Hall, Storrington; Wed 29.5.19 Saxon Room, The Steyning Centre, Steyning; Tues 3.9.19 Roffey Millennium Hall, Horsham.

Pulborough Fairtrade

Minutes of Pulborough Fairtrade Steering Group AGM 13.3.18.

Action In Rural Sussex

Media release: AirS join in to celebrate Village Halls Week 2019.

APCAG

Report of Gatwick Noise Management Board meeting 13.1.19.

CAGNE

Bulletin 86 February 2019, CAGNE AGM Wed 27.2.19, 7pm, Ockley Village Hall.

DD Community

Details of Discover Gatwick programme, a series of events where representatives of the local community can learn more about Gatwick. Current dates are Tues 19.3.19 and Tues 30.4.19, approximately 9am-2pm.

Mary How Trust

Letter of thanks for PPC £150 grant aid funding: Details of how this has been used to fund cost of hiring an extra screening room every Monday at Pulborough Medical Group site, enabling five people each week to have an earlier appointment.

Resident

Schedule of regular local clubs, societies, amenities and activities / contact details.

Publications

LCR winter 2019