



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 19TH SEPTEMBER 2019 AT PULBOROUGH VILLAGE HALL

PRESENT: Cllrs: Hare (Chairman), Court, Esdaile, Henly, Kipp, Lawson, Quested and Riddle

IN ATTENDANCE: Mrs H Knight (Clerk)
3 members of the public

The meeting opened at 7.35pm

71. APOLOGIES FOR ABSENCE

Apologies for absence were received, and reasons approved, from Cllrs Clarke (personal reason), Kay (personal reason), Wallace (personal reason) and Trembling (personal reason)

72. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest made and no changes to the register of interests.

73. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council held on 18th July 2019 as a true and accurate record of the proceedings and the Chairman signed them.

Clerk's Report

Min. 36 (18.07.19), PCP WildArt Trail

Most of the trail was now installed and functional following the July launch. The clerk had not heard anything further regarding licences or landowner agreements but would update Council in due course.

Min. 60 (18.07.19), Proposals for additional Post Office in Pulborough

The Council letter of support had not yet been sent due to some delays in liaison with the business owner/proposer for contact details. The letter would be issued next week.

Min. 61 (18.07.19), 75th Anniversary of VE Day 8th May 2020

The Clerk advised that she had not had time to contact other parishes as yet and would be following this up as soon as possible.

Min. 42 (20.06.19) and Min. 52 (18.07.18), Funfair at Cousins Way Recreation Ground

Subsequent to the previous report, officers had received a verbal complaint from a resident regarding the way the decision to permit the funfair had been taken. The complainant had been expected to register to speak at tonight's meeting but nothing further had been heard.

Min. 186 (18.04.19), Registering an Asset of Community Value: Pulborough RC Church and car park

The application had been submitted recently due to being delayed as the information provided to the Clerk had been incomplete, requiring additional research time. HDC had acknowledged the application on 10th September 2019 and had an eight week period in which to make a decision on whether or not to add the premises to the register.

74. COMMITTEE MEETING MINUTES

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

74.1 Planning & Services Committee

Members received the Minutes of the Meetings held on 18th July, 8th August and 5th September 2019. There was no Clerk's report.

74.2 Recreation & Open Spaces Committee

Members received the Minutes of the R&OS Committee and of the RECAD (Advisory) Committee meetings held on 11th July 2019. There was no Clerk's report.

75. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

76. DISTRICT AND COUNTY REPORTS

There were no district or county councillors in attendance. Apologies had been received from District Cllrs P Clarke and D van der Klugt for personal reasons.

The Chairman advised that he wished to arrange a separate meeting with District Cllr B Donnelly to discuss a matter that had arisen during the week from the HDC Planning South meeting.

77. PARISH COUNCIL VACANCIES FOR CO-OPTION

Following the Council's advertisement of three vacant seats available for co-option after the May elections, and the recently introduced application forms, two candidates had applied. These had been circulated to Councillors for consideration. The Chairman invited both candidates to introduce themselves briefly, following which voting took place.

It was **RESOLVED** to co-opt Susan Finlayson as a member of the Council.

It was **RESOLVED** to co-opt Sean Harvey as a member of the Council.

The Clerk advised that she would contact the new councillors early the following week to arrange for them to sign their Declaration of Acceptance of Office and receive other formal paperwork /induction packs. The first full Council meeting at which they would be able to participate would be 17th October 2019.

78. SPORTS PAVILION REBUILD PROJECT

The previously circulated structural survey report and recommendation from McCarey Simmonds Ltd was noted. The report concluded that an over-roofing system was feasible. Their recommendation was that Council consider a proprietary cold rolled metal framed over-roofing system such as the 'Ashjack' system by Ash & Lacy, with whom they had worked previously, as per the brochure they had provided. This was an example rather than a recommendation.

The Clerk had sought clarification on some points and an email updating members was tabled. This confirmed that McCarey Simmonds had opted not to provide a scheme design, as had been Stage 2 of the brief, because of their recommendation to use a specialist company, who would use McCarey Simmonds' existing structure drawings (provided for Stage 1) as a basis.

Members discussed whether to seek other quotations from specialist over-roofing system providers. It was felt that the previously appointed architect, Studio 5, should undertake this aspect. The Clerk was asked to ascertain the basis on which Studio 5 had been engaged, as it may prove that they would need to submit a quotation for this further element before approaching specialist over-roofing system providers.

It was **RESOLVED** that Studio 5 would be instructed to obtain at least three quotations from proprietary over-roofing system providers for Council to consider. In addition, the Clerk would obtain confirmation as to whether this would be an additional service for which Studio 5 would seek remuneration. It was further **RESOLVED** that a meeting of the Sports Pavilion Working Group would be convened to review quotations and recommend to Council, if timeframe allowed.

79. **ST MARY'S SCHOOL PTA FIREWORKS EVENT FRIDAY 19TH OCTOBER 2019**

Members considered a request from St Mary's School for permission to use Cousins Way Recreation Ground for launching of ground level fireworks by a professional contractor. Some initial details requested had already been provided by the school, and previously circulated to Members, such as a copy of the company (Aurora) public liability cover, firework specifications, noise levels, debris disposal/dispersal and launching details.

The Clerk advised Members of further risk assessment queries she had undertaken with the school. As a result, the Headteacher school had advised the following:

- Event duration: Access to Cousins Way 5.30-7.30pm, firework launch proposed approximately 6.00pm for 15 minute duration
- Restricted access to launch area/Cousins Way: Professional contractor access only. Aurora will provide marshals restricting public access to Cousins Way during event period. School 'audience' will occupy school grounds only. School will also provide safety barriers for launch site.
- Fireworks will be commercial type (ie can be bought over the counter, not industrial) and will comply with CE regulations on noise limits for F2 and F3 items: Depending on ambient conditions noise levels will vary, ie not to exceed 120dB.
- Launch platform/disposal: Fireworks will be ground level only. Fireworks will contain no plastics, only biodegradable card and clay debris is expected. Aurora will remove as much debris as possible and all firing equipment.
- School would carry out risk assessment / plan and provide copy to Council.
- School PTA would produce flyer to deliver to neighbouring residents of school.
- School has not held fireworks event before and is liaising closely with other Sussex schools who have for guidance to follow best practice.

Whilst Members had concerns about distress/disturbance to residents and animals, on balance there was a wish to support this community event and use of the recreation area. It was **RESOLVED** to approve permission as requested, subject to the school providing a copy of the risk assessment, a copy of the PTA flyer and written confirmation that the council is indemnified against all risk/liability. In addition, the Clerk would also arrange for a Council letter notifying residents living adjacent to Cousins Way as soon as possible and arrange for the Neighbourhood Wardens to be on duty that evening if possible.

80. **A27 ARUNDEL BYPASS CONSULTATION**

The New consultation by Highways England from 30th August to 11.59pm on Thursday 24th October 2019 was noted. Details of public consultation event dates and online link to the consultation had been circulated with the agenda. Members had also received correspondence from OneArundel A27 Bypass Support Group, who sought the Council's support of the 'Magenta option' as the least worst of the six options available.

Following some discussion, Members felt that as the consultation ran until 24th October 2019 it would be preferable to allow more time for member input to the decision. It was therefore **RESOLVED** to defer the matter to the 17th October 2019 Council meeting.

Link to consultation details: www.highwaysengland.co.uk/a27arundel.

81. **NEIGHBOURHOOD PLAN**

Cllr Queded gave a verbal update: HDC is happy with the way the Neighbourhood Plan is proceeding. The Steering Group had recently been ratifying the draft policies with site owners. As a result some changes had been made. The SEA is also awaited from the HDC consultant, which is needed for final policies and Reg 14 stage. Cllr Queded gave an overview of some of the amendments that had occurred since the first draft Pre-Submission Neighbourhood Plan was issued to Councillors.

Members discussed what could be presented publicly at the Harvest Fair / Village Market on 28th September 2019. It was possible some draft 'headlines' of policies could be available, and the Clerk would check with HDC as to appropriateness. A brief was requested for non-Neighbourhood Plan Steering Group Councillors covering the Council's Harvest Fair stand. It was **RESOLVED** that the Clerk would liaise with Cllr Queded and the Neighbourhood Plan Steering Group to produce a brief and in-house material for those Councillors covering the Council's stands on 28th September 2019.

It was noted that some additional expenditure had been incurred due to necessary changes to the draft Neighbourhood Plan supporting/policy maps. The final costs were not yet finalised for Council ratification but would be reported for approval at the earliest opportunity.

82. **NEIGHBOURHOOD WARDENS**

Members noted receipt of the August report and the notes from the Steering Group meeting held 1st July 2018. The Clerk reported on a new shift pattern introduced from 2nd September 2019, arranged by the Neighbourhood Warden Steering Group. The end of the trialled previous shift pattern had coincided with the Council period of no meetings. The Neighbourhood Wardens had reported difficulties with the previous shift to the Steering Group. Unfortunately, it was not proving viable to have every weekday covered by at least one warden as well as Friday/Saturday by 2x 30hr posts. Following discussion, the Steering Group had agreed a new pattern. This still provides the equivalent of full time coverage per week, with some shared and some independent shifts and alternate Friday or Saturday evening cover. It was **AGREED** that a copy of the new shift pattern would be forwarded to Councillors as soon as possible, once both wardens' rotas had been merged on computer.

83. **SALC BI-ANNUAL MEETING WITH CHIEF CONSTABLE OF SUSSEX POLICE**

The meeting between SALC representatives and Giles York, Chief Constable, on Friday 15th November 2019 was noted. The meeting would discuss matters of a strategic nature and receive updates. Parish Councils were invited to submit questions of a strategic nature or unresolved topics that they would like to be raised at the meeting, by 1st November 2019. No questions were proposed by the Council.

84. **ANNUAL MEETING OF THE PARISH 2020**

The Clerk reported that the Dogs Trust Rehoming Centre at Shoreham offered a free talk to community groups about their free Canine Care Card Scheme service for dog owners. Members were asked whether they agreed this may be an interesting speaker for the 2020 Annual Meeting of the Parish. It was **RESOLVED** to book a speaker from the Dogs Trust.

Members were reminded that the date of next year's Annual Meeting of the Parish may be changed as the Chairman had a long term prior engagement that clashed with the original date. The Clerk would be researching possible alternative dates and would make this a future agenda item for consideration.

85. A29/MRN PROPOSALS AND PULBOROUGH FEASIBILITY STUDY

Members had been copied recent correspondence with WSCC updating the situation, concluding that a meeting with WSCC was anticipated this autumn and proposing 14th October 2019. The Clerk advised that WSCC had subsequently advised this was no longer possible and alternative dates were now: Thursday 26th September at 10am; Friday 11th October at 3pm; Wednesday 16th October at 3.30pm. Following discussion, it was **RESOLVED** that the Clerk would liaise with Cllrs Clarke and Qusted, who had attended the original meeting, to arrange the most convenient date and time with WSCC officers.

86. RESOLUTION TO COMBINE TWO AGENDA ITEMS

Following a proposal, it was **RESOLVED** to combine agenda items 16 (Harvest Fair) and 17 Village Market) for convenience.

87. ROTA OF MEMBER COVER FOR VILLAGE MARKET AND HARVEST FAIR SATURDAY 28TH SEPTEMBER 2019

The following rota was **AGREED** for the Village Market on 28th September 2019:

8.30am-12noon – Cllr Henly; 9.00am-10.00am – Cllr Kipp; 10.30am-11.00am – Cllrs Hare and Riddle.

The following rota was **AGREED** for the Harvest Fair on 28th September 2019:

10.00/10.15 Cllr Esdaile collecting PPC gazebo from Sports Pavilion Committee Room (key to be collected from PPC office Friday and returned Monday); 11.00am-5.00pm Cllrs Esdaile, Hare, Qusted, Riddle and Clarke (if available). The Clerk would liaise with Cllr Clarke to check his availability.

88. REPRESENTATIVES ON OUTSIDE BODIES

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

- Cllr Qusted and the Clerk updated members on the new HDC Digital Tourist Information Boards: Pulborough Community Partnership had recently drawn up a working group to provide the online/website information that would be required
- Cllrs Hare and Kipp had attended the recent HALC meeting. Cllr Hare had given a presentation on the Pulborough Parish Council Footpath Charter, which he had spearheaded. This had been well received and several parishes were interested in adopting the template.
- Cllr Hare had been invited as Chairman to attend the District Scouts AGM and had been very impressed. The Pulborough Leader had won an award. The group was currently seeking a regional chairman.
- Cllr Hare gave a brief update covering: recent APCAG activity; GAAC co-ordination of a coalition of groups; anticipated airport growth.

89. CORRESPONDENCE

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

90. ITEMS FOR NEXT AGENDA

None put forward.

91. PAYMENTS

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

Payee	£
Kent County Council	268.20
Mrs L Underwood	4.75
McCarey Simmonds Ltd	1394.52
Derek Paxton	410.00
Pulborough Social Centre (Village Hall)	71.05
National Westminster Bank	24.05

The meeting closed at 9.02pm

.....Chairman

.....Date

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

- Town and Parish e-News for August and September 2019 (*forwarded to Cllrs*)
- News release: County Council backs Fire Service Improvement Plan with 3 year investment plan – 18.7.19
- News release: West Sussex Fire & Rescue Service announces new Chief Fire Officer, Sabrina Cohen-Hatton – 24.7.19
- News release: Are you in charge? – WSFRS is urging residents to think before they charge to avoid the risk of falling victim to a electrical fire – 19.7.19

HDC

- Email 01.08.19 from Economic Development Officer updating progress on digital visitor information screens
- Email 22.08.19 from Communications and Marketing Officer: New HDC Community Lottery tickets now on sale (posted on PPC social media and noticeboards)
- Email 19.08.19 from Community Safety Officer: Details of WSSC / HDC reporting processes of community tensions monitoring, following recent Chichester incidents

NALC

- E-newsletter 17.7.19
- Chief Executive's bulletins 16.07.19 and 02.08.19 (*forwarded to Cllrs*)

SALC

- E-bulletin 31-2019 (*forwarded to Cllrs*)
- Notice of WSALC AGM and Autumn Conference 2019 – invitation to appointed members to West Sussex ALC AGM and agenda for AGM and conference 03.10.19 at Hilton Avisford Park Hotel, Yapton Lane, Walberton, Arundel BN18 0LS

HALC

Minutes of Annual Meeting of HALC 25.06.19

Sussex Police

- Sussex PCC e-letters: 12.07.19, 19.07.19, 26.07.19, 02.08.19, 23.08.19 and 30.08.19

In the Know alerts

- Sussex Police Horsham Bulletins: 16.07.19, 23.07.19 and 03.09.19

South East Coast Ambulance Services

Invitation and poster to SECamb Annual Members Meeting, Friday 20.09.19 at East Sussex National Resort, 1.15-4.30pm, all welcome, details / registration at: www.secamb.nhs.uk

Age UK Horsham District

Introduction to Simon Dowe, Interim CEO

Horsham Older Peoples Forum

Details/invitation of HDOPF Public meeting 03.09.19 (*forwarded to Cllrs*)

Lodge Hill Trust

Press release: Lodge Hill Trust main house named Hardwick Hall: To celebrate of 20 years since Penny Hardwick OBE, JP, DL founded the Lodge Hill Trust Outdoor Activity Centre a ceremony took place on 25.06.19 in her memory.

CPRE

Email 30.08.19 drawing attention to Ni4H's campaign – a volunteer group of local residents fighting to stop the building of the Horsham incinerator. The group is fundraising to ensure they are fully represented at the 3 week public inquiry scheduled to start 29.10.19 at Horsham Sports Club, Cricketfield Road.

PCP

Minutes of Pulborough Community Partnership Management Group meeting on 22.07.19

NRA

Minutes of Nutbourne Residents Association meeting 23.07.19

APCAG

Updates on Gatwick at APCAG AGM 30.07.19 – night noise trial and future of NMB to be discussed

05.08.19 Report from APCAG AGM and current Gatwick issues

PAGE

e-letter with updates on noise Management Board and Gatwick master Plan

CAGNE

Bulletin 95, August 2019

Gatwick Obviously Not.org

e-newsletters Nos. 99 and 100

Gatwick Airport

Email 18.07.19 from Director of Corporate Affairs, Planning and Sustainability: Gatwick Airport publishes its Final Master Plan

Publications

Clerks & Councils Direct, September 2019, issue 125

LCR Summer 2019

Residents/public

Email 25.07.19 from resident/member of South East Climate Alliance, with SECA newsletter (*forwarded to Cllrs*)