



PULBOROUGH PARISH COUNCIL

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**MINUTES OF AN ORDINARY MEETING
OF PULBOROUGH PARISH COUNCIL
HELD ON THURSDAY 17th JULY 2014
AT PULBOROUGH VILLAGE HALL**

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

IN ATTENDANCE: County Cllr Arculus, District Councillor Brian Donnelly, 3 Members of the Public and Sarah Norman (Clerk).

The meeting opened at 7.30pm

Before starting the meeting the Chairman informed Members that Graham Spillane had resigned from the Council with immediate effect. The Clerk advised that the statutory notices had been posted on the noticeboards and website. The deadline for requests for a by election was 31st July, after which if no requests have been received, the Council is free to co-opt.

37. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Gill & Walsh. District Cllr Paterson had also advised that he was unable to attend.

38. DECLARATIONS OF INTEREST

There were no declarations of interest.

39. MINUTES

39.1 Full Council

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held 19th June 2014 as a true and accurate record of the proceedings and the Chairman of the meeting signed them.

Clerk's Report

Item 33 – Representative

Representatives from HALC are to be invited to attend a meeting of the Full Council but this has not yet been organised.

39.2 Planning & Services Committee

Members received the Minutes of the Meetings held 19th June and 3rd July 2014

Clerk's Report

Item 30 – Naming of Track leading to Nutbourne Common Recreation Ground

As agreed, a letter was sent to Neville Estate. However, subsequently it came to light there the situation was not as originally thought and the Chairman therefore took the decision to withdraw the letter and Neville Estates were advised accordingly. It is unclear

as to how the Parish Council may assist any further to arbitrate in this matter and the only recourse lies with HDC to take any necessary action.

Item 32 – Barn House Lane Signage

WSCC have confirmed that the lane is a Private Road. The resident who raised the issue originally, has been advised and he will approach other properties in the lane to discuss the positioning of a sign closer to the entrance.

39.3 Finance & Policy Committee

Members received the Minutes of the Meeting held 26th June 2014

Clerk's Report

Nothing to report.

39.4 Recreation & Open Spaces Committee

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

Clerk's Report

Nothing to report.

40. ADJOURNMENT FOR PUBLIC SPEAKING

There were no Public Speakers

41. LOCAL POLICING

Unfortunately, PC Daren Algar had informed the Parish Office earlier that day that PCSO Tina Dunning is currently on sick leave and, as he was currently on day shifts, there would be no one available to attend the meeting.

PC Algar had provided a summary of recent activity within the Parish which was circulated to all Members.

Cllr Ellis commented that there had once again been no one available to attend the recent LAT meeting which is not in accordance with previous agreements. Peter Jones, as Chairman of the LAT, will be following this issue up with CI Hodge.

Cllr Ellis also reported that CI Howard Hodge had recently advised that the Neighbourhood Policing team structure would be changed and this had led to concerns that Pulborough would be left without a dedicated PC.

The Clerk reported that she had spoken to PCSO Carol Boniface about this issue and the changes were necessary to speed up the ability of PCSO's to deal with local issues. At the current time, a PCSO often has to wait for their assigned PC to be on duty to take certain actions. Going forward, incidents will be assigned to the PC on duty at the time and the PCSO can work/liaise with that PC, wherever they are from, rather than having to wait for their local PC to come on duty.

42. DISTRICT AND COUNTY

Cllr Donnelly reported that a working group has been formed to look at the impact of a second runway at Gatwick. Gatwick appears to be the frontrunner at the present time but there will be no decision until after the general election in 2015.

Cllr Donnelly reported that he had recently attended a strategic planning meeting at which the high level of potential development, based on the needs arising from a 2nd runway was discussed. Cllr Kipp questioned the need for more commercial development in the Gatwick diamond as there appeared to be a great deal of unoccupied buildings at the present time.

Cllr Donnelly then went on to speak regarding the increase from 500 to 1500 homes in the proposed submission (due to be discussed under agenda item 8). Cllr Donnelly was

surprised about the Council's reaction and stated that this higher figure had been referred to as early as January and February. The Chairman refuted this claim and stated that as recently as April, at the event organised by HDC at Pulborough Village Hall, Barbara Childs had continued to make reference to 500 homes.

A lengthy debate followed around the impact on the Neighbourhood Plan (NP) of changing figures. Whilst all agreed with Cllr Donnelly that the number of houses included within the NP would be driven by the needs of the Parish, there was still a requirement for the NP to be produced with reference to the local plan. The question was raised as to what would happen if the NP's of all the parishes were agreed at referendum (having passed through examination) and there was still not enough to meet the final figure in the Local Plan but no answer could be given.

Cllr Arculus noted that the work on the pedestrian crossing at the station was due to start at the end of the month. Cllr Ellis thanked Cllr Arculus, on behalf of the Council, for her endeavours to bring this project on.

Cllr Ellis went on to suggest that as the crossing was now being installed, would this not be a sensible time to extend the 30mph speed limit westerly along the A283. It was noted that there is the potential for development west of the station and the entire road layout needs looking at. Cllr Arculus was concerned that discussions are ongoing at HDC but no contact has been made with WSCC to consider the Highways issues. Cllr Donnelly reported that when he met the developers with Cllrs Quested and Tilbrook he did stress that Highways input at the earliest stage was vital.

Cllr Arculus also reported that she had recently met with SSE who had acknowledged their shortcomings in service surrounding the heritage lighting in Lower Street. They are now looking at getting the brackets and light fixings installed as soon as possible and she is awaiting confirmation of the time frame.

The Chairman thanked Cllrs Arculus and Donnelly for taking the time to attend the meeting.

43. S106 FUNDING

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

44. HORSHAM DISTRICT PLANNING FRAMEWORK:PROPOSED SUBMISSION

Members received and accepted the representations as submitted by Cllr Tilbrook on behalf of the Council.

The Clerk informed Members that it had not been possible to circulate the comments prior to submission due to the time frame involved. However, this did highlight concerns she had regarding the drafting of comments outside of a public meeting. This was not best practice and could be viewed as decisions being taken behind closed doors. It was also possible that Members could claim they had not agreed with comments submitted and with no vote taken this challenge could be acceptable.

The Clerk therefore recommended that in future, comments on any consultation should be agreed in full at the meeting in question.

45. NEIGHBOURHOOD PLANNING

The Chairman asked all Members to give a summary of their involvement with the plan thus far. It was noted that some members are due to be involved with the Transport and Infrastructure group which has yet to meet. Cllr Tilbrook advised that he would be speaking with Cllr Wallace in this regard shortly with a view to setting up the first meeting as soon as possible.

It was also noted that Members may be called upon to assist with the household survey and publicity sessions at Tesco and Sainsburys.

Members received the initial draft content for the household survey. All members were asked to read and comment on the content and get all suggestions into the Parish Office by **midday Friday 25th July**.

Members also approved expenditure for publicity of the survey

RESOLVED: Expenditure for £160 for village entry signs and £220 for lamp post signs.

46. FINANCIAL REGULATIONS

Members AGREED with the recommendation of the Finance & Policy Committee (discussed at meeting 26th June 2014, minute no 9).

RESOLVED : Ratification of Financial Regulations

47. COUNCIL POLICIES

Members AGREED with the recommendation of the Finance & Policy Committee (discussed at meeting 26th June 2014, minute no 11).

RESOLVED : Ratification of Council Policies.

48. PARISH OFFICE EQUIPMENT

Members noted the recommendation of the Finance & policy Committee (discussed at meeting 26th June 2014, minute no 13). The Clerk reported that she had confirmed with SMPK that 500 GB hard drive would be sufficient at present but would have the option of upgrading to 1Tb in the future if needed.

Members also discussed and AGREED for the need for an off site backup service at a cost of £8 to £10 per month.

RESOLVED: Expenditure of £1150 plus delivery to purchase two Dell PCs, monitors etc and approval of ongoing expenditure to provide an off site back up.

49. MEMORIAL GARDEN

Cllr Dale reported that work was progressing albeit at a slower rate than originally hoped. All arrangement for the opening were in place and the planting will take place at the end of the following week.

Members discussed a permanent memorial for James Brynin and after discussion, the Clerk was instructed to source examples of brass and non metal plaques to be placed onto a bench on memory of James. It was AGREED that the family should be asked for their input for the wording.

Finally, it was noted that a water bowser will be needed to maintain the garden and the Clerk was instructed to investigate this issue and report back at the next meeting.

50. VILLAGE MARKET

It was AGREED that Cllrs Henly would attend on 26th July and Cllr Quedsted would attend the Village Market on 23rd August 2014. Cllr Ellis advised that he would be able to attend both dates.

51. REPRESENTATIVES

Cllr Kipp reported that she had attended the HALC meeting which had been very informative. HDC restated their intention to move away from paper plans and a consultation will shortly be issued in this regard.

Cllr Ellis advised that he had attended the Weald School Annual Presentations and that he had been delighted to see so many young people receiving awards and being actively involved in their communities.

Cllrs Ellis, Clarke and Quested had all attended St Mary's Summer Fayre which had provided to be an excellent opportunity to meet a section of the community not usually engaged with.

Finally Cllr Ellis reported that he had attended the LAT meeting (as mentioned under Minute no 41 – Local Policing).

Cllr Tilbrook had attended a Fairtrade meeting at which the desire to have a permanent reference to Pulborough being a Fairtrade Village was raised again. The groups re-accreditation is due May 2016.

Cllr Tilbrook had also attended the HDC Development Control South meeting on 15th July and thanked Cllrs Donnelly and Paterson for their support regarding Parsons Field, Pickhurst Lane. The decision of the Committee had been against the Officer's recommendation and the appeal will now be contested.

The development south of Stane Street Close had also been discussed and whilst there had been no objection to the height of the buildings there was to be further discussions surrounding sewerage and drainage, design and accuracy of the maps. Cllr Tilbrook also spoke to a representative of the developer who had indicated a willingness to attend the next meeting of the Planning Committee.

Finally, Cllr Tilbrook advised that he had attended a PCP meeting at which the plans for a "hub" in the library building were discussed.

52. CORRESPONDENCE

The Correspondence is attached as Appendix 1.

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

Pulborough Medical Centre – both parking and impact of closure of Storrington centre (Cllr Tilbrook)
CAD (Cllr Quested)

54. PAYMENTS

Members approved the following payments and the cheques were signed.

Payee	£
A Tilbrook	6.50
Office First	23.38
ESE Direct	14.88
Wightman & Parrish	34.61
New Call Ltd	10.06
Kent County Council	123.65
Eyelevel Publishing	535.05

The meeting closed at 9pm

.....Chairman

.....Date

CORRESPONDENCE**FULL COUNCIL 17th 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) Scrutiny & Overview Annual Report 2013/14 available at :-
http://www.horsham.gov.uk/council/members/files/Scrutiny_Annual_Report_2013_2014.pdf
- ii) Health & Well Being Referral Form.
- iii) Press Releases (all CC'd): "A Step Closer to securing medical facilities for Storrington"
"HDC Seek feedback on new mobile-enabled website".
"New Director of Planning to lead Horsham's planning vision."

Resident Letters (all Copied to Council)

- i) Email expressing concern about draft proposal to reduce the number of Fire Appliances at Petworth and Storrington Fire Stations. Copied to Council. *(N.B. Deadline for comments is 23rd August and therefore Council is to discuss and formally respond to the consultation at the P&S meeting on 7th August).*

WSCC

- i) Press release "LEADER funding events to support rural economy". Copied to Council
- ii) Surface Water management Plans in West Sussex Newsletter – June 2014. Copied to Council.
- iii) Station Road – Installation of new signal controlled pedestrian crossing – Update. Copied to Council.
- iv) Update (via SALC) on WSCC's Transformation plans.

Village Market

Report from Cllr Ellis from 28th June 2014. Copied to Council.

Environment Agency

Internal Drainage Districts Update July 2014. Copied to Council.

Publications

- i) Clerks & Councils Direct – July 2014
- ii) The Clerk magazine – July 2014
- iii) Pulborough Community News (St Mary's Church) July 2014

Saxon Weald

Notification of intention to demolish old bus stop at the corner of Rivermead and enquiry as to whether any objections. Also repeat offer for PPC to purchase the freehold (*previously discussed Full Council 18th April 2013 minute no 186 at which decision taken not to purchase the freehold*)- *AGREED that this should be placed on the agenda for P&S 7th August 2014 for re consideration.*

Sussex Police

Update from PC Darren Algar. Copied to Council.

HDC

- i) Press Release – Your chance to meet Deputy Leader Cllr Helena Croft.
- ii) Horsham District Wellbeing New Older Persons Services Directory. Copied to Council.
- iii) Request for assistance in identifying AEDs and PADS in Parish. Copied to Council.

WSCC

- i) Salt Bin Audit (*Bin locations distributed amongst Councillor and forms to be returned to Parish Office by Friday 25th July at the absolute latest*)
- ii) Tactile Pedestrian Crossings – Requests for locations.

NHS CCG's

Invitation to public events from NHS Crawly and Horsham & NHS Mid Sussex CCG's. Copied to Council.

Resident Letter

Request for pedestrian crossing markings across Rectory Lane. Copied to Council

HALC

Minutes of meeting 9th July. Copied to Council.