

PULBOROUGH PARISH COUNCIL

Working together for a better future



PULBOROUGH PARISH COUNCIL
Swan View, Lower Street
Pulborough
West Sussex RH20 2BF
Telephone: 01798 873532
Email: clerk@pulboroughparishcouncil.gov.uk

MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING HELD ON THURSDAY 2nd FEBRUARY 2017 AT PULBOROUGH SPORTS AND SOCIAL CLUB

PRESENT: Cllrs Tilbrook (Chairman), C Esdaile, Henly, Kay, Kipp (arrived 7.35pm), Lawson, Queded, Wallace and Wilson.

IN ATTENDANCE: Mrs L Underwood (Assistant Clerk)
Mr. P Clarke

The meeting opened at 7.30pm

151. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr. J Esdaile.

152. DECLARATIONS OF INTEREST & CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest or changes to Register of Interests.

153. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meetings held on 5th & 19th January 2017 and that the Chairman duly signed them.

Clerk's Report

Nothing to report.

154. ADJOURNMENT FOR PUBLIC SPEAKING

The Chairman welcomed Mr P Clarke and invited him to speak regarding item 9, Bins and Dog Waste Bins.

Meeting adjourned: 7.31pm

Meeting reconvened: 7.36pm

The Chairman thanked Mr Clarke for taking the time to address the Committee.

The Chairman then proposed that the agenda be amended to bring item 9, Bins and Dog Waste Bins, forward to enable Mr Clarke to hear Members discussion regarding this matter, before leaving, Members **AGREED**.

155. BINS AND DOG WASTE BINS

Cllrs. Tilbrook, C. Esdaile & Kay recently met to review the number of bins and dog waste bins in Pulborough. It was concluded that some additional litter bins are need and some need re-locating. It was suggested that S106 monies could be applied for, to fund these. The Assistant Clerk advised that HDC has sent a sticker template that could be attached to a litter bin advising that dog waste can be deposited. It was suggested that it could be highlighted in the next Parish Bulletin that dog waste can be placed in normal litter bins.

Subsequent to the meeting, the Assistant Clerk has spoken to HDC who have advised that whilst this is correct, they would not encourage the use of the stickers as only a small proportion of waste in a normal litter bin can be dog waste as it has to be disposed of separately.

Cllr. Tilbrook will liaise with the Assistant Clerk and provide details of exact numbers and proposed installation areas required. The Assistant Clerk will then apply for S106 funding.

Subsequent to the meeting, having spoken to HDC, they have advised that approval by HDC is needed to have a litter bin installed. A survey of the area will need to be carried out to establish if there is a need and if the distance from the bin to the parked waste collection van is acceptable, this will need to be carried out before a S106 application is made, so that the correct costs are applied for.

Members instructed the Assistant Clerk to contact planning at HDC to insist that litter and dog waste bins are installed within the Highfield development.

156. PLANNING APPLICATIONS

The Committee, having considered the planning applications, **RESOLVED** that its representations be forwarded to HDC, attached to these Minutes as Appendix 1.

In addition, Members instructed the Assistant Clerk to contact Highways to ask them to look at making the exit off the A29 onto Nutbourne Lane & Gay Street wider.

157. PLANNING APPLICATIONS DECISIONS

Members received details of HDC planning decisions and enforcements since the last meeting.

158. PROPOSED SUBMISSION DRAFT WEST SUSSEX JOINT MINERALS LOCAL PLAN (REGULATION 19).

Members received the proposed Submission Draft West Sussex Joint Minerals Local Plan (Reg 19) for comments. The Assistant Clerk advised that she had been in touch with the Wiggonholt Association who advised that the Wickford Bridge site at Pulborough has not been put forward at this stage and this draft was more about the soundness of the plan. With this in mind, Members **AGREED** that they had no comments to make.

Resolved: No comments.

159. LOCAL ACTION TEAM (LAT) REQUEST

Members received a request from the LAT asking if the Parish Council will contact WSCC about providing plastic mesh surface to the verge in The Moat. After some discussion, Members AGREED and instructed the Assistant Clerk to contact WSCC.

Resolved: Contact WSCC about providing plastic mesh surface to the verge in the Moat.

160. TRAFFIC CALMING – BROOMERS HILL LANE

Members received from 'Glasdon' a gateway design and a quotation of £2980.72 + vat for 4 gateways. Members liked the design, but would like to see a slightly larger font for the 'Please Drive Carefully'. The Assistant Clerk advised that a representative from 'Glasdon' can meet on site to ascertain if the design is suitable for the area of installation and any amendments can be discussed at this meeting. Cllr. Quedsted agreed to meet with the representative, which the Assistant Clerk will arrange.

Cllr. Quedsted suggested that all residents in Broomers Hill Lane be consulted, which Members AGREED to. The Assistant Clerk will send out an individual letter to each resident once the design has been finalised. In addition, Members instructed the Assistant Clerk to contact one resident prior to the consultation as the proposed installation of one gateway would be on the resident's land.

It was also suggested that S106 monies can be applied for. The Assistant Clerk will action once total costs are finalised.

Cllr. Quedsted asked if the volunteer installation group should be contacted at this stage, but before doing so, The Assistant Clerk will clarify with 'Glasdon's' if their costs include installation. If not, she will liaise with the volunteer group accordingly.

161. CONDITION OF PAVEMENTS ON A29, LONDON ROAD

The Assistant Clerk advised that she contacted the Area Highways Manager regarding the Parish Council clearing the pavement of vegetation on London Rd and he has replied advising that funding for this type of work has been limited and therefore may not now be able to be done under that budget, but other options are being explored even if it results in two of his team with a shovel and rubbish bag doing it themselves. The Highway Engineer is working on a plan and will update us as soon as is possible.

He also advised that as there is no other alternative footway, either, provision will need to be made in the carriageway (by using temporary traffic management to control traffic flow to a single direction and setting up a pedestrian route) or an escort arrangement through the works whereby the works are stopped and pedestrians allowed to pass through the area with an escort, to ensure they are unharmed, will need to be put in place, so ideally it is better if WSCC can carry out the work.

Cllr. Quedsted advised that he has put a request for residents to clear their vegetation from the path in the Parish Bulletin and has volunteered himself to help if two of WSCC's team do it themselves and would like to invite other Members to volunteer. Cllr. Tilbrook advised that he could help also. The Assistant Clerk will chase WSCC to try and obtain a date for the work to be carried out.

162. HIGHWAYS

Cllr. Tilbrook highlighted that subsidence and cracks are starting to appear on the road by the Chequers Hotel and instructed the Assistant Clerk to report this to WSCC.

Members also advised of drains that have not been cleared of silt – near the Cornstore, on the A29 by Bell Close and East Glebefield and instructed the Assistant Clerk to report this to WSCC. The Assistant Clerk reminded Members that, whilst the Parish Office can report these matters, it is often better if individual Members report them on the <http://love.westsussex.gov.uk/account/logon> website as they are able to advise of the exact location and attach photographs.

163. LOWER ST PLANS

The Assistant Clerk advised that she had sent all the comments regarding the Lower St plans to the Area Highways Manager as requested and he advised that he has passed the information on to the Project Engineer working with their consultant to consider options, but it is doubtful that the scheme for Lower Street can be extended into Rectory Lane but further comments from the designers are awaited. County Cllr. Arculus, who was copied in on this correspondence, confirmed that Rectory Lane has always been an issue when discussing Lower St.

Cllr. Tilbrook reported that he has been trying to set up a meeting with the Area Highways Manager and the Project Engineer regarding the Lower St plans, but without success. The Assistant Clerk was instructed to try and set up a meeting with Cllrs. Tilbrook and Kipp for w/c 13th February 2017.

164. INCREASING AGEING POPULATION

Cllr. Tilbrook would like to discuss what services Pulborough is lacking and what can the Parish Council do about it. There is a lack of care provision for the elderly and a lack of volunteers in the area. After much discussion, Members AGREED that this subject was too large to discuss at this evenings meeting and suggested a separate meeting is held discussing this matter only. Cllr. Tilbrook would like to invite other Cllrs, outside of this Committee, to attend this 'Task & Finish Group', so suggested putting this on the next Full Council meeting agenda to extend the invitation. Members AGREED to this.

165. CORRESPONDENCE**HDC**

- Winter Wellness Newsletter
- Copy letter to HDC, Planning Compliance Team. Copied to Committee.
- 'Update on Enforcement' email. Copied to Committee.
- Email notification regarding a national campaign 'Great British Spring Clean' by Keep Britain Tidy from 3-5 March.
- Appeal notification for DC/16/1957 - Ashley House, Station Rd, Pulborough.
- Information paper that outlines the process for Community Highway Schemes. Copied to Committee.
- Email correspondence from District Cllr. Donnelly & Cllr. Quisted following letter from Pulborough Parish Council to Chris Lyons, HDC. Copied to Committee.
- Notification from District Cllr. Clarke regarding a 'Conservation Area Appraisals' project. Copied to Committee.
- Update re CIL examination. Copied to Committee.

WSSC

Reply from Area Highways Manager regarding Lower St Regeneration Plans. Copied to Committee.

St Mary's Church

Email reply regarding the offer of £100.00 towards the cost of repairs to the war memorial. Copied to Committee.

SSALC

Notification of petition 'Give communities back the right to decide where houses are built'. To sign the petition go to <https://petition.parliament.uk/signatures/30168184/verify?token=Zgo6pUTJGUCGeYevNCP>.

Rural Services Network

Rural Housing Spotlight - January 2017.

Harwoods

Mototrader.com article sent by Cllr. Hare. Copied to Committee.

Residents

- Email correspondence regarding parking in Rivermead. Copied to Committee.
- Copy email to Nick Herbert regarding proposed changes to rural car parking. Copied to Committee.
- Email correspondence regarding 'Drovers Lane Development'. Copied to Committee.
- Broadband in Nutbourne - update. Copied to Committee.

National Petition

Notification of a national petition to give communities back the right to decide where houses should be built. Copied to Committee.

Adversane Residents Association

Letter requesting information on various matters, including the proposed plans submitted by Harwoods Group. The Parish Office have replied accordingly, advising of this evening's meeting, where the planning application is to be discussed.

West Sussex Fire & Rescue

Update - Jan 2017.

Nutbourne Residents Ass

Notification of works in progress to install broadband.

West Sussex Mediation Service

'Special' newsletter regarding fundraising.

Rural Services Network

Article regarding fairer rural funding.

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

- Lower St Plans / Rectory Lane– Update (EK & CE)
- Services for Increasing Ageing Population in Pulborough meeting – invitation to other Cllrs. to attend – Full Council (AT)

167. ITEMS TO BE PUBLICISED ON SOCIAL MEDIA

- None

168. PAYMENTS

The following payments were approved and cheques were signed:-

Horsham Matters Ltd	172.07
Mr F Bushby	4.20
Professional Weed Solutions Ltd	168.00
Burgess & Randall Ltd	13.96

The meeting closed at 9.07pm

.....Chairman

.....Date

Appendix 1**Recommendations of the Planning & Services Committee meeting held on Thursday, 2nd February 2017****PLANNING APPLICATIONS****DC/16/2963 - Land at Brinsbury Fields Stane Street Brinsbury**

Full plans application to construct new car showrooms with associated offices and ancillary facilities, vehicle workshops, a Head Office for the Harwoods Group, B2/B8 use class business units and substantial soft landscaping and infrastructure works, all with the related provision of educational facilities for Chichester College - Brinsbury Fields Campus. **No objection, but Members made the following comments:**

- Reducing the speed limit in this area needs to be reviewed.
- The proposed lighting needs to be more sensitive to the surrounding area.
- The drainage off the site needs to be given careful consideration, a good model is the recently developed Hepworth brewery site.
- HDC must ensure that a proportion of S106 monies is applied to Pulborough Parish Council.
- There are traffic concerns with the increased business in this area.
- Members would like to see the current Apprenticeship Scheme kept.

DC/17/0029 & 0030 - 14 Church Place Pulborough

To form off road parking to the front garden (old reclaimed red brick) for one car. To form small storm porch over front door. To strip out bathroom and use as 3rd bedroom and relocate bathroom to ground floor. Add ensuite room to master bedroom (Full application & Listed Building). **Objection, Members made the following comments:**

- Members would like to see proper drawings and a structural engineers report.
- Taking away the wall, to form off-road parking, could de-stabilise the house.

DC/17/0105 - Todhurst Coach House Stane Street North Heath

The construction of a single storey studio extension connected to the dwelling via a glazed link. The extension will be brick and tile with white windows in the style of the existing property. **No objection.**

DC/16/2553 - Plot 2 Gay Street Lane, North Heath

Conversion and extension of agricultural building to form a new house. **Objection – Members would like to see plans that show the existing footprint, so the before and after can be clearly seen.**

Trees**DC/17/0184 – 60 Glebelands, Pulborough**

Surgey x2 Maple Trees. **No objection.**