



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

PULBOROUGH PARISH COUNCIL  
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## MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM AT PULBOROUGH SPORTS PAVILION ON THURSDAY 5<sup>th</sup> JANUARY 2023

**PRESENT:** Cllrs Kipp (Chairman), Davies, Ellis-Brown, Esdaile, Hare, and Hunt

**IN ATTENDANCE:** N Wiltshire (Deputy Clerk) with Cllrs Clarke and Hands (in public gallery)

*The meeting opened at 7.30pm*

**92. APOLOGIES FOR ABSENCE**

Apologies for absence were received and approved from Cllrs Henly (personal reason), Trembling (personal reason) and Kay (personal reason).

**93. DECLARATIONS OF INTEREST & CHANGES TO REGISTER OF INTERESTS**

There were no Declarations of Interest.  
There were no changes to the Register of Interests.

**94. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

**95. MINUTES**

The Committee **RESOLVED** to approve the Minutes of the Meetings held on 24<sup>th</sup> November and 1<sup>st</sup> December 2022 as a true and accurate record of the proceedings and the Chairman signed the minutes.

There was no Clerk's report.

**96. PLANNING APPLICATIONS**

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

**97. PLANNING APPLICATIONS DECISIONS**

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

**98. SALT BIN AUDIT**

Following assistance by Cllr Charlotte Kenyon, the Deputy Clerk reported that James Strachan, Assistant Area Highway Manager had responded and queried whether this new salt bin is to be placed on public highway or the private entrance to Broomers Hill Farm. If permission were obtained from the adjacent landowner, it would alleviate the execution of the s115 process and enable this to be placed on private property. Cllr Hands had been asked to research this and had advised the Deputy Clerk that the area south of Broomers Hill Farm would not be an issue (to the west of Owlers) but the bin should not be sited directly around the entrance to the farm as this is farming access and sheep are regularly

moved across the road so would cause problems. Further enquiries will need to be made regarding this alternative location and the Deputy Clerk will liaise with James Strachan. Cllr Hands has offered to attend a site visit by WSCC Highways if it is required.

**99. SALT BIN IN MOAT LANE**

It had been reported that the salt bin in Moat Lane has no salt left in it and that it has sustained some damage due to it appearing to have been hit by a vehicle. The cost of replacing it would be £325.00 + VAT for a 200l bin (size of the existing bin). Members felt that a replacement should be sought. It was suggested that an application be made to WSCC Highways for a replacement salt bin to be funded from their S106 funds - **RESOLVED.**

**100. SUPPORT OFFERED BY WSCC REGARDING THE RECENT SEVERE WEATHER**

The Deputy Clerk reported that additional supplies of winter salt have been made available by WSCC, who have recognised that Parish and Town Councils may be running low on local winter salt supplies. Members were asked to consider whether to avail themselves of this offer of one time support:

**New Year one time support:**

- Parish & Town Councils will be able to organise collection of winter salt (amounts to be agreed) from WSCC Highways Depots.
- Dedicated dates will be identified at each of the Highway Depots for organised collection
- Parish & Town Councils will need to book a collection slot as these are live highway depots and need to have controlled access

After some discussion, it was **RESOLVED** to take advantage of this offer pending details of the availability of dates and how to book.

Following the recent severe weather, the question of the level of remaining salt supplies was discussed. Members offered to check the salt bins that had been included in the Annual Salt Bin Audit to identify where additional salt was needed.

**101. RESILIENCE PLAN**

The Deputy Clerk had produced a report in response to a resolution that further details regarding the Community Resilience Plan (CRP) initiative from WSALC be requested and reported at a future meeting. At the previous meeting, it became clear that the Emergency Plan needed to be updated and that given the size of the task involved, Members wanted to participate in this process. Also, it was felt that while there was a need to have a plan in place to cope with emergency situations, attention should also be paid to the recovery phase as there was often a gap between an incident occurring and recovery taking place. Having discussed the contents of the Deputy Clerk's report, Members considered:

1. the response from WSALC, namely, paying for a contractor's Presentation for Emergency Planning and Havens of Warmth as well as them undertaking the task of completing the emergency framework within a specified timescale.

Or

2. (i) setting up a Task and Finish Group to update the existing PPC Emergency Contingency Plan; or  
(ii) confine this undertaking within the Planning & Services Committee.

After Members discussed these proposals, it was **RESOLVED** to set up a Task and Finish Group to update the existing PPC Emergency Contingency Plan. Some Members expressed an interest in joining this Task and Finish Group and it was **RESOLVED** that Cllrs Clarke, Ellis-Brown, Hands and Hunt would comprise this Group with the chairman

chosen within and by the Group. The terms of reference of the Group are to update the Emergency Contingency Plan, which was last updated by PPC in October 2012 and first adopted on 23<sup>rd</sup> September 2010. The Task and Finish Group will report to the Planning and Services Committee and its modus operandi and scope of its activities will be reported at the Planning and Services Committee Meeting to be held on 2<sup>nd</sup> February 2023.

Members had been notified previously of Bury Parish Council's arrangements regarding key personnel, buildings to which people can turn, as well as identifying people with skills plus those in the community who may be more vulnerable than others or require extra assistance in the event of an emergency, to create its Resilience and Emergency Plan. It was noted that the Neighbourhood Wardens have obtained knowledge of residents who are vulnerable in some way or another, who need to be included when developing such a Plan. Given that there are two parts to this process, firstly, to update The Emergency Contingency Plan and secondly, to create a Coordination Group that would implement the Plan, then this item should be a standing agenda item.

## **102. WARM SPACES HUBS**

The Clerk and the Deputy Clerk continue to direct people towards existing activities and any new venues/schemes available locally that could serve as warm space venues, where organisers were supportive. During discussion on this it was mentioned that rather than introducing new organized events/venues it may be better to promote groups that already exist. Regarding attendance at warm spaces in general, it was felt that there may be an issue with people wanting to venture from their homes to go outside in the cold to go to a warm space location. HDC and PPC continue to signpost and gather information as to what the need would be, although a need still has not been established but this may change if the weather gets significantly colder. The Neighbourhood Wardens have been directed by HDC to support and promote any warm spaces hubs where a need has been identified. There remains a possible £100 unallocated grant aid being available subject to a decision being made. Members considered that given that the Cost of Living Crisis would not end in the foreseeable future, it was felt necessary to keep this item as a standing agenda item.

## **103. CORRESPONDENCE**

### **WSSC**

- Email 05.12.22 West Sussex Emergency Management: Met Office Level 3 Cold Weather Alert *(Copied to all Councillors)*
- Email 06.12.22 News Release – WSSC becomes fourth local authority to be granted lane rental powers.
- Email 09.12.22 Staying Safe Online - December 2022. *(Copied to all Councillors)*
- Email 12.12.22 Highways, transport and planning newsletter. *(Copied to all Councillors)*
- Email 15.12.22 The Bulletin (Member Information) 14 December – includes WSSC's formal response to Rampion 2 Consultation. *(Copied to all Councillors)*
- Email 21.12.22 News Release – Vulnerable road users and active travel at heart of new speed limit policy. *(Copied to all Councillors)*

### **HDC**

- Compliance Cases 28.11.22–04.12.22. *(Copied to Committee)*
- Compliance Cases 05.12.22–11.12.22. *(Copied to Committee)*
- Compliance Cases 12.12.22–18.12.22. *(Copied to Committee)*
- Email 05.12.22 Monthly Planning Compliance Team Statistics for October 2022. *(Copied to Committee)*
- Email 06.12.22 Horsham District Local Plan.
- Email 09.12.22 Notification of planning committee – DC/21/2321 Land at New Place Farm, Pulborough.

- Email 23.11.22 Latest news and information: More EV charge points approved; Christmas events; the Queen's Green Canopy. *(Copied to Committee)*
- Email 07.12.22 Christmas and New Year bin collections 2022. *(Copied to Committee)*
- Email 07.12.22 Voluntary Sector Support in the Horsham District Information and Guidance – Christmas Volunteering, Support Fund and December Events. *(Copied to all Councillors)*
- Email 08.12.22 Latest news and information – Horsham Skatepark now open, New skills sessions, Council support boosts local sports injury clinic. *(Copied to Committee)*
- Email 09.12.22 Sport and leisure activities: Christmas holidays 2022 – Horsham District's festive family events; New Horsham Park Skatepark now open; Cinderella pantomime spectacular. *(Copied to all Councillors)*
- Email 16.12.22 Business support and information: Happy Christmas from Horsham District Council. *(Copied to all Councillors)*

### **SDNPA**

- Email 16.12.22 South Downs Planning Newsletter Winter 2022. *(Copied to all Councillors)*
- Email 19.12.22 Local Plan Review update *(Copied to all Councillors)*

### **The Planning Inspectorate**

- Email 02.12.22 from Cllr Paul Clarke FW: DC/21/1815 - Appeal Start Notification – St Crispin's RC Church, Church Place, PULBOROUGH, RH20 1AF by Inspector 07.10.22 Ref: APP/Z3825/W/21/3303406, dated 01 December 2022. *(Copied to all Councillors)*
- Decision by Inspector 13.12.22 Ref TPO APPEAL DECISION FW: APP/TPO/Z3825/8152 - DC/20/1212 - 2 Nutcroft Pulborough RH20 2JF. The appeal is allowed, and consent is granted to fell one Silver Birch tree subject to conditions. *(Copied to Committee)*

### **Govia Thameslink Railway**

- Email 20.12.22 Partners Platform Winter/Spring 2022

### **Rail Technology Magazine**

- Email 09.12.22 Rail Technology Magazine Oct/Nov 22 Issue – Network Rail using innovation, Decarbonisation & more...
- Email 15.12.22 Rail Technology Magazine Oct/Nov 22 Issue – A Greener Railway; Improving Customer Experience; Bond Street Station & More...
- Email 15.12.22 Rail Technology Magazine Oct/Nov 22 Issue – Chris Pearce, TPE's greener railway, Elizabeth Line, Smart infrastructure

### **CPRE**

- Email 09.12.22 WE ARE 50! CPRE Sussex celebrates with a SUSSEX REVIEW SPECIAL – Winter 2022

### **Action in rural Sussex (AirS)**

- Email 14.12.22 – December Newsletter. *(Copied to all Councillors)*

### **Southern Water**

- Email 29.11.22 Invitation to Water Resources Management Plan Webinar, Southern Water and Portsmouth Water. *(Copied to all Councillors)*
- Email 09.12.22 Water Resources webinars – links to recordings. *(Copied to all Councillors)*
- Email 15.12.22 Forecast rise in temperature – Southern Water briefing 15<sup>th</sup> December. *(Copied to all Councillors)*

**104. PAYMENTS**

The following payments were approved and signed by two authorised signatories:

|   |           |
|---|-----------|
| Pulborough Social Centre (Village Hall) | £48.83    |
| PCC St Mary Pulborough                  | £6.00     |
| SCYP                                    | £3,666.88 |
| Derek Paxton                            | £170.00   |
| JNR Computer Services                   | £3,126.72 |
| Laser (Kent County Council)             | £265.94   |
| Laser (Kent County Council)             | £393.80   |
| Cllr A Lawson                           | £13.98    |
| Fire Risk UK Ltd                        | £232.44   |
| Wesley's Window Cleaning                | £240.00   |
| KCS Procurement Services                | £78.82    |
| Kestrel Alarms Ltd                      | £45.60    |
| Arthur J. Gallagher Ins Brokers Ltd     | £277.27   |
| Pulborough Social Centre (Village Hall) | £100.00   |
| Society of Local Council Clerks (SLCC)  | £279.00   |
| Viking                                  | £353.66   |
| WSSC                                    | £9,693.09 |
| Pulborough Social Centre (Village Hall) | £1,553.20 |
| Pulborough Social Centre (Village Hall) | £48.83    |
| Daisy Communications                    | £41.26    |
| Horsham District Council                | £51.20    |
| Horsham District Council                | £13.30    |
| NatWest Bank                            | £16.45    |
| Horsham District Council                | £25.60    |
| Horsham District Council                | £26.60    |

***The meeting closed at 8.28pm***

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on  
Thursday 5<sup>th</sup> January 2023**

**SDNP/22/04998/HOUS – Pythingdean Farm Coombelands Lane Pulborough  
West Sussex RH20 1BS**

Refurbishment and repair of existing outbuilding.

**No objection.**

**DC/22/1776 – Woodside Stall House Lane North Heath Pulborough West Sussex RH20 2HR**

Installation of entrance wall and gates to north-east entrance.

**Objection. The Parish Council reaffirmed its original objection of 20.10.22, as follows:**

**Not in keeping with the rural area or local landscape.**

**DC/22/2105 - Haybourne Blackgate Lane Pulborough West Sussex RH20 1DE**

Erection of a two-storey side extension, installation of two rooflights and associated alterations.

**No objection.**