



PULBOROUGH PARISH COUNCIL

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**MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING
HELD ON THURSDAY 5TH JUNE 2014
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

PRESENT: Cllrs Tilbrook (Chairman), Quedsted, Clarke, Lawson, Mortimer,
and J Wallace.

IN ATTENDANCE: Lisa Underwood (Assistant Clerk) and 2 members of the public.

The meeting opened at 7.30pm

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Walsh, E Wallace,
Dale & Kipp.

2. DECLARATIONS OF INTEREST

Cllr. Quedsted declared a personal, but non pecuniary interest in agenda item 5,
Planning Applications, DC/14/00930-Upperlands, Batts Lane, Pulborough, as the
applicant is a colleague of Cllr. Quedsted.

3. MINUTES

The Council **RESOLVED** to agree and approve the Minutes of the Meetings held
on 1st & 15th May 2014.

Clerk's Report

Item 187 – Clerk's Report – Additional Bench in Lower Street

Tim Boxall has confirmed that the proposed site for the bench is Highways
responsibility, and he is now having to speak to his CSO about the paperwork
involved in applying to put a new bench in place. He advised on 4th June 2014,
that he was still making enquiries. *The Assistant Clerk was instructed to chase
this up as a matter of urgency, as this has been going on for too long. The Clerk
was instructed to add this item to the next F&P meeting to discuss the type of
bench required.*

Item 187 – Clerk's Report – Street Lantern on Barn House Lane

The Street Lighting Engineer, Chris Blight, advised that when the Engineers went
down to disconnect the light, they discovered that there's a bit more work involved
than they first thought, due to the cable run. Chris has advised that he is
constantly chasing this matter and will let us know of any progress.

Item 187 – Planning Applications – DC/14/0500- Pocket Park Woods

A request was sent to Steve Duffy, at HNW Architects, asking to meet with Cllr.
Tilbrook and/or Cllrs. E Wallace and Gill. Mr Duffy has been on holiday, so did not
respond in time for the given dates. A further email was sent to him on 30th May,
asking for further dates, but as yet, no reply has been received. Please note that
this application has been permitted.

Item 187 – Clerk’s Report - Waterside, 17 Lower Street

A reply was sent to the site owner on 9th May, apologising for addressing the previous letter incorrectly, and re-iterating our request to allow access to the lime kiln. The site owner replied to say that he will investigate the costs to expose the lime kiln and create safe access, but has suggested it would be better to wait for autumn/winter to try and create access when much of the vegetation will die away naturally.

Item 187 – Clerk’s Report - Oddstones – Deficiencies in Development

Cllr. Tilbrook, is still to draft a letter to HDC, regarding comments received.

Item 187 – Clerk’s Report - Correspondence

The Horsham’s Community Infrastructure Levy (CIL), will be on the Full Council agenda on 19th June 2014, and not this evening’s agenda as originally requested. *The Clerk was instructed to find out the rates being charged, ahead of the Full Council meeting on 19th June 2014.*

Item 188 – Adjournment for Public Speaking

The Assistant Clerk emailed HDC’s Planning Department reiterating the Committee’s support regarding DC/13/2321- Toat Cafe, Stane Street, and asking that their support be taken into account, should the decision go to appeal.

Item 189 – Planning Applications, DC/14/0654 – Shorts Farm, The Street, Nutbourne

As instructed, HDC were requested confirmation that all building regulations for occupancy of the first floor, as a residential annex had been complied with. Stephen Shorrocks, Building Control Manager, advised that, from their records, it appears that no separate building regulations application has been made for habitable accommodation to the garage building. However the original records for the garage do not indicate whether the first floor was constructed for this purpose as it could have been changed during its building. It is therefore not possible for them to confirm the status of the work in relation to the building regulations. *The Assistant Clerk was instructed to respond to Stephen Shorrocks, asking if this building work has been carried out in a safe manner and if it complies with fire regulations.*

Item 189 – Planning Applications, DC/14/0683 – Land North of Highfield, Stane Street, Codmore Hill

A letter was sent to Neame Sutton Ltd, the agents for this application, inviting themselves, and the Architects to the P & S meeting on 5th June 2014, and enclosing the Committee’s comments to HDC on this application. A reply was received on 5th June 2014, and copies of the letters have been issued to the Committee. Amended plans are to be considered further, under agenda item 5, Planning Applications.

Item 189 – Planning Applications, DC/13/0764 – Bartram House, Station Road, Pulborough

A meeting was due to be held of the Development Control Committee on 20th May 2014, to consider this application. Cllr. Tilbrook was booked to speak, to raise the Committee’s objections, however the application was taken off the agenda for this date, and is due to be put on a subsequent agenda.

Item 192 – Matters Raised by Councillors for Inclusion on the Next Agenda.

The Horsham District Planning Framework will be on the Full Council agenda on 19th June 2014, and not this evening’s agenda as originally requested.

Additional Updates

P & S Meeting Minutes – 17th April 2014

Subsequent to the meeting it was noted that some members at the meeting are not on the P & S Committee, and so should not be stated as present. The present list, for that meeting, should read Cllrs. J Wallace (Chairman), Clarke, Dale, Kip, Lawson, Quedstedt, E Wallace & Walsh. Also, apologies from Cllr. Spillane did not need to be recorded.

Item 111 – Memorial Garden

A request has been received to ask if the Parish Council would like a Bugler from Storrington, originally contacted by Cllr. Dale, to play at the Memorial Garden opening. Confirmation by the Committee is required. *The Committee voted on this matter and it was AGREED, that a Bugler would be invited to attend the Memorial Garden opening, but that NO military pieces should be played, as this is not just a Services memorial garden, but an all encompassing memorial garden. The Assistant Clerk was instructed to respond to the request accordingly.*

4. ADJOURNMENT FOR PUBLIC SPEAKING

The Chairman welcomed Mrs Audrey Rose and invited her to speak regarding agenda item no 7, Naming of Track Leading to Nutbourne Common Recreation Ground.

Meeting adjourned: 7.47pm

Meeting reconvened: 7.51pm

The Chairman thanked Mrs Rose for taking the time to address the Committee.

5. PLANNING APPLICATIONS

The Committee considered the planning applications, attached to these Minutes as Appendix 1.

Members received a response to the Parish Council's letter of 7th May 2014, from Neame Sutton Ltd, regarding DC/14/0683–Land North Of Highfield, Stane Street. Cllr. Tilbrook will respond to their letter and collate the following comments in his reply:

- It is questionable if the plans are to scale as Neame Sutton state they are.
- The cycle track is not wide enough.
- The development will have an impact on the sandstone bank down to the A29.
- Pulborough Parish Council (PPC) are in the process of compiling their Neighbourhood Plan, HDC should postpone this application for another 12 months to enable the Neighbourhood Plan to be completed. Under the Neighbourhood Plan, PPC would then have control over the types of development being proposed in Pulborough.
- The stability of the bank is still in question.
- The letter refers to 2.5 storey buildings, but the drawings show 3 sets of windows, which suggests 3 floors within the buildings.
- The view from the A29, driving north to south, when deciduous trees shed their leaves, will show the 2.5/3 storey buildings, which will create an urban environment in a rural area.
- It was questioned if measurements, using trigonometry, could show how much of the houses are visible from the road.
- This development would make the A29 like a tunnel.
- Can the ridge height be reduced from 9m.

- The letter states that our assumption of the site entrance gradient of 1:3 is not correct, but members thought that's what the plans state. This will need to be checked for clarification.
- The elevations were not shown on the original plans, and now that they are shown, it looks worse.
- The statement in the letter, saying the area to be a recreation ground 'will be transferred to the Parish Council to manage and use as they wish', needs further clarification as to what this means.
- Members are not happy with trees being in the middle of the recreation ground area, they would prefer a more open space.
- The tenants of Highfield House have an issue with where the recreation ground will be, because of the noise.
- Members would request that utilities be laid to the border.
- Cllr. Quested & Tilbrook will attend the Development Committee meeting, when this application is on the agenda, and make any further representatives necessary.

It was also noted that Cllr. Tilbrook will invite the various parties to the next P&S meeting on 3rd July 2014.

As this letter was only received on 5th June 2014, members had not had sufficient time to review the response in detail. Therefore, members were requested to send any further comments to the Parish Office by Wednesday 11th June 2014, to enable Cllr. Tilbrook to compile the Committee's response.

6. PLANNING APPLICATIONS DECISIONS

Members received details of planning decisions and enforcements since the last meeting. Members instructed the Assistant Clerk to find out why the application DC/14/0451 – Architectural Plants Ltd – was refused.

7. NAMING OF TRACK LEADING TO NUTBOURNE COMMON RECREATION GROUND

After much discussion regarding the historical background to this matter, it was suggested that the Parish Council could take over the lane, and instructed the Clerk to enquire about the possibility of this. In the meantime, it was suggested that the Parish Council facilitate a meeting between all parties involved in this issue, to discuss this proposal, and to try and resolve the existing problems around this matter. It was noted that all parties should agree an agenda, prior to the meeting, and all parties should be present. Cllr. Quested will arrange this.

8. EMERGENCY PLANNING

As Cllr. Gill was unable to attend, this matter will be deferred until the next P&S meeting on 3rd July 2014.

9. MAINTENANCE OF WEED GROWTH OF FOOTWAYS, KERBS & GULLYS

It was noted that Highways are responsible for maintenance of weed growth of footways, kerbs and gulleys. The Assistant Clerk was instructed to collate the responses from all Councillors of the problem areas to Highways and instruct them to clear the areas.

The matter of gully maintenance was discussed further and the Clerk was instructed to explore with WSCC how we can use WSCC's funds to maintain our own areas. County Councillor Arculus should be copied in on any correspondence. (as for road repairs maintenance, see item 15).

Previously WSCC have advised the Parish Office that when reporting maintenance of gulleys, photos need to be taken. Cllr. Tilbrook advised that Cllr. Kipp had taken photos of problem areas and they had been reported, but nothing appears to have been done. The Assistant Clerk was instructed to investigate this matter.

10. DITCH MAINTENANCE

After receiving a letter of response from the landowner in Pickhurst Lane, members discussed the history of this matter, but AGREED that as they had already written a letter to the said landowner there was nothing further that they could do. The Assistant Clerk was instructed to advise the complainant of this.

Resolved: The Assistant Clerk to contact the complainant advising there was nothing further the Parish Council could do.

11. CLOSURE OF MILL STREAM MEDICAL CENTRE IN STORRINGTON

A request was sent to Alan Bolt of the Pulborough Medical Group, asking for Cllr. Quedstedt to speak with him about this matter, however no response was received. Members noted that concerns would be raised through the Neighbourhood plan.

12. P & S POWERS & DUTIES

Members noted the existing Powers and Duties of the Planning & Services Committee and after discussion, AGREED item 6 should be changed to 'To keep under review the general supervision of the clearing of,', rather than to be responsible. The Clerk was instructed to amend this.

13. VEHICLE MOVEMENTS ARISING FROM BROADFORD BRIDGE

This item has been deferred until the Full Council meeting on 19th June 2014.

14. PARKING AT ST. MARY'S SCHOOL

In the absence of Cllr. Dale this item will be deferred until the next P&S meeting on 3rd July 2014.

15. ROAD REPAIRS

The matter of road repairs was discussed and the Clerk was instructed to explore with WSCC how we can use WSCC's funds to maintain our own areas. County Councillor Arculus should be copied in on any correspondence. (as for gully maintenance, see item 9).

16. BARN HOUSE LANE SIGNAGE

A request was received from a resident of Barn House Lane, asking to place a professional 'No Parking or Turning' sign on a lamppost. Members AGREED that the resident doesn't need the Parish Council's permission, but that of WSCC. The Assistant Clerk was instructed to advise the resident accordingly.

Resolved: The Assistant Clerk to advise the resident to seek permission from WSCC.

17. CORRESPONDENCE

Rural Car Park Road Lining

Email notification from HDC that road lining will be taking place at the Lower Street car park on 11th/12th June 2014. Confirmation also received confirming the car park steps will also be painted at the same time!

West Sussex County Council (WSSC) News Release

Press release advising that the ‘Horsham Gobbler’ service is to cease. The service operated on a quarterly basis and handled general household waste, part of the reason to stop the service is that recycling services across the country have significantly improved.

WSSC

Notification of public consultation on draft Fire and Rescue Service proposals 2015-16, running from 2 June 2014 until 23 August 2014. The consultation document can be downloaded from the website www.westsussex.gov.uk/fire.

Horsham District Council (HDC) – DC/13/0577 - Parsons Field Stables, Pickhurst Lane, Pulborough.

Notification from HDC of an appeal for the above application. *Comments are due in by 4th July 2014, and given the date received, this item is included under ‘Additional Correspondence’. Any comments are to be sent to the Parish Office, by Friday 20th June 2014, after which time comments will be collated and forwarded to HDC.* Copied to Committee.

The Assistant Clerk was instructed to reiterate our previous comments.

HDC

Notification and news release advising that Francis Maude, MP, has endorsed proposals to develop Billingshurst’s village centre master plan.

Chichester District Council (CDC)

Notice of submission for Chichester’s local plan.

Coldwaltham Parish Council (CPC)

First consultation of CPC’s village plan and a request for comments. *Cllrs. Clarke, Lawson, Mortimer, J Wallace & Qusted would like to receive hard copies.*

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

- **Circulate the letter of reply, dated 20th May 2014, from Cllr. Qusted, to HDC regarding the Sports Pavilion. (Possibly under Correspondence)**

Previously Cllr. Dale wanted to include air quality on the next agenda, but Cllr. Tilbrook advised that this would be covered under the Neighbourhood Plan.

19. PAYMENTS

The following payments were approved and cheques were signed.

PAYEE	AMOUNT/£
Pulborough Social Centre	57.75
Burgess & Randall Ltd	150.00
L Ellis	5.00
HDC	495.00
F Bushby	31.55

The meeting closed at 9.20pm

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on
Thursday, 5th June 2014**

PLANNING APPLICATIONS

DC/14/0683 - Land North of Highfield Stane Street Codmore Hill West

Application for approval of reserved matters (relating to appearance □ landscaping and scale) pursuant to outline planning permission (ref DC/11/0952) for 103 dwellings and open space granted on the 13/12/12. **Amended Plans.**
Objection – Having only received these amended plans in time to consider this application at the P&S Committee meeting on 5th June 2014, Councillors need more time to consider the amended plans, of this large application, therefore the Parish Office will submit comments by Friday 13th June 2014. As confirmed by Peter Munnely, the Development Committee meeting will discuss this application in July, so this should give enough time for the P & S Committee’s comments to be considered.

DC/14/0930 - Upperlands Batts Lane Pulborough

Loft conversion extending pitched roof over existing flat roof with new barrel dormers and rooflights to existing roof, single storey extension to form new entrance lobby. **No Objection.**

DC/14/0938 - 46 London Road Pulborough

Erection of one pair of semi-detached houses (Outline). **Objection. Comments are as follows:**

- **This application would jeopardise the proposed footbridge across the A29.**
- **This would add more traffic onto the A29, with no visibility of traffic from the North, if turning right.**
- **This would be an over development of the site.**

DC/14/0932 - Applewood Tudor Close Pulborough

Conversion of garage into library with internal alterations. **No Objection.**

DC/14/0862 - The White Cottage Stane Street Codmore Hill Pulborough

To strip and retile all tiled roof areas with hand crafted clay tiles, including new battens and breather felt and leadwork to chimneys and box gutter; to upgrade all ceilings and skeelings to the roof void with Thermofleece sheeps wool (Listed Building Consent). **No Objection.**

DC/14/1059 – Moons Farm, Gay Street Lane, North Heath

Variation on conversion of barn to domestic use for existing cottage (DC/09/1336 & DC/12/1531) [Development affects the setting of a Listed Building]. **No Objection.**

DC/14/1060 – Moons Farm, Gay Street Lane, North Heath

Variation on conversion of barn to domestic use for existing cottage (DC/09/1336 & DC/12/1531)[Listed Building Consent]. **No Objection.**

TREES

DC/14/1085 – High Platt, The Street, Nutbourne

Surgery to 1 x Leyland Cypress and 1 x Norway Spruce trees (Works to Trees in a Conservation Area). **No objection.**