



**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 3RD JULY 2014  
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

**PRESENT:** Cllrs Tilbrook (Chairman), Quedsted, Dale, Kipp, Lawson, E Wallace and J Wallace.

**IN ATTENDANCE:** Lisa Underwood (Assistant Clerk) and 3 members of the public.

*The meeting opened at 7.30pm*

**24. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs Clarke, Walsh & Mortimer.

**25. DECLARATIONS OF INTEREST**

All members declared a non-pecuniary interest in agenda item 7, Naming of Track Leading to Nutbourne Common Recreation Ground as the Council is the Trustee of the ground.

**26. MINUTES**

The Council **RESOLVED** to agree and approve the Minutes of the Meetings held on 5th & 19th June 2014.

Clerk's Report

Item 3– Clerk's Report – Additional Bench in Lower Street

This item was discussed at the Finance & Policy (F&P) meeting on 26th June 2014, item 14. Cllr Tilbrook advised that discussions with WSCC Highways were continuing regarding improvements to Lower Street and one of the options being considered was the provision of parking laybys outside Cubitt & West and Guy Leonard, the proposed location of the bench. Cllr Tilbrook reported that there would be follow up meetings with WSCC in July and September. The F&P Committee agreed to postpone further discussion on this issue until a definitive decision has been reached regarding changes to the road layout.

Item 3 – Clerk's Report - Oddstones – Deficiencies in Development

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

Item 3 – Clerk's Report - Planning Applications, DC/14/0654 – Shorts Farm, The Street, Nutbourne

As instructed, the Assistant Clerk emailed the Building Control Manager to ask if building works had been carried out in a safe manner, and if it complies with fire regulations. A reply was received on 27th June advising that Building Control has not been involved in any works to this building since 1993, and so cannot comment. They also state that the Building Regulations are only applicable when controllable building work is undertaken and there are no on-going enforcement

powers once work is completed. If the space is used as a domestic residential then it is the responsibility of the owners to ensure a safe environment.

Item 3 – Clerk’s Report - 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 3rd July 2014, and enclosing the Committee’s comments to HDC on this application. As yet, no reply has been received.

Item 111 – Memorial Garden

Cllr. Dale is liaising with the bugler, about what pieces to play, avoiding any military pieces.

Item 6 – Planning Applications Decisions – DC/14/0451, Architectural Plants Ltd, Erection of Two Signboards at the Entranceway of the Property

The Assistant Clerk was instructed to find out why this application was refused. Having looked at the decision notice the reason for the refusal was because of their ‘prominent siting, excessive height and width, would detract from the special character of the landscape and would thus have a detrimental impact on the visual amenities of the surrounding area’.

Item 8 – Emergency Planning

Cllr. Gill was unable to attend tonight’s meeting, and as it is proving difficult for Cllr. Gill to attend P & S meetings, this item will be put on hold until Cllr. Gill is available.

Item 9 – Maintenance of Weed Growth of Footways, Kerbs & Gulleys

The Assistant Clerk emailed Highways on 17th June 2014, with all the problem areas, received from all Councillors. This matter will be chased with Highways in due course.

A request was sent to WSCC regarding funds to maintain our own areas (and regarding road repairs). Cali Sparks responded on 18th June. *Reply copied to Committee.*

Cllr. Kipp sent through the photos of blocked gulleys that were reported previously. As yet the Assistant Clerk has been unable to chase these with Highways, however a copy of the photos has been given to the new Highways Officer, Mark Newham, when he introduced himself at the Parish Office.

#### Additional Updates

Compass Travel Bus Subsidy Proposals

Cllr. Tilbrook is to arrange a meeting between West Chiltonton Parish Council, Storrington & Sullington Parish Council regarding this matter. A chaser has been received by Storrington & Sullington Parish Council, which has been forwarded onto Cllr. Tilbrook.

Lower Street Car Park Steps

These have now been painted.

## **27. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no members of the public who had given notice of their wish to speak on agenda items.

**28. PLANNING APPLICATIONS**

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

**29. PLANNING APPLICATIONS DECISIONS**

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

**30. NAMING OF TRACK LEADING TO NUTBOURNE COMMON RECREATION GROUND**

The Assistant Clerk explained that enquiries had not been made to Neville Estates, regarding the possibility of the Parish Council taking over the ownership of the lane, as other priorities had taken place. Cllr. Queded would like this matter moved forward quite quickly, ahead of a meeting with all parties concerned, to gain Neville Estates response. Cllr Queded will draft a letter, obtaining approval from Cllr. Tilbrook, to Neville Estates, so the Parish Office can get it sent out in a timely manner. The letter will be copied to Mr & Mrs Rose.

**31. PARKING AT ST. MARY'S SCHOOL**

Members discussed the parking issues, around St. Mary's School and the fact that with the expansion of 2 extra classes, this situation may get worse. The Assistant Clerk was instructed to write to the Head Teacher at St. Mary's to get their official perspective on the matter, which will be reported on at the next P & S meeting.

**32. BARN HOUSE LANE SIGNAGE**

Following confirmation that the lamppost in question is owned by Pulborough Parish Council, this agenda item was raised again for discussion. Members thought that a sign at the bottom of the lane, on our lamppost, would be in the wrong place, and that cars should be deterred from going down the lane, and would suggest that a sign is placed at the entrance of the lane. However members thought it would be beneficial to those concerned to find out who owns the lane. The Assistant Clerk was instructed to find out from Highways, before going back to the resident with the suggestion of putting a sign at the entrance of the lane.

**Resolved: The Assistant Clerk will find out from Highways, who owns the lane, before going back to the resident with the suggestion of putting a sign at the entrance of the lane.**

**33. TRAFFIC SPEED IN RECTORY LANE**

Cllr. Tilbrook advised that he has a meeting with Richard Wells of Highways, WSCC, late July, to discuss the overall plan for Lower Street, and then a follow up meeting with Highways will take place at the beginning of September to ascertain their perspective of the traffic speed in this area. Cllr Tilbrook will report back at the next available Full Council meeting after this time. It was noted that anything that is done with Lower Street, must avoid Rectory Lane becoming a 'rat run'.

**34. TRACTORS (SPEED & HAY) ON LOWER STREET**

It was noted that huge amounts of straw flies off tractors, as tractors speed along Lower Street, causing a mess, and a hazard to pedestrians. Suggestions of a cover to put over the bales were discussed. Members also noted that when the straw bales are taken from the farm, they are packed very neatly, however as they brush along overgrown hedges and trees, this causes the straw to become loose and fall away.

Some of the straw bales are coming from Link Farm. The Assistant Clerk was instructed to contact Alan Barrett, the contract Farmer, to express the Parish Council's concern over this matter, the speed at which the tractors are travelling, and to see if he has any suggestions to rectify the problems. Mr Barrett should also be asked whether the overgrown hedges are causing straw to be dislodged, and if so write to Highways aswell. Cllr Kipp has photos of the problems this is causing, and will send them to the Parish Office.

**35. CORRESPONDENCE**

**Horsham District Council (HDC)**

- Response from HDC, following a resident request to have a dog waste bin at the top of Glebelands. Copied to Committee.
- Correspondence regarding the former 'Spice Boys' take-away, in Station Road. Copied to Committee.

**STUCKEY CARR & CO**

Correspondence on behalf of residents in Nutbourne Road regarding the access lane. Copied to Committee.

**WEST SUSSEX COUNTY COUNCIL (WSCC)**

Notification of consultation on Fire & Rescue Service draft proposals. Consultation ends 23rd August 2014.

**CHURCH LANE- TREE CONCERNS**

Correspondence from resident and WSCC regarding an overhanging tree, needing to be cut back. Suggestions from Committee required as to who else the resident could approach. Copied to Committee. *The Committee concur with the Clerk's response and suggest that the resident speak to Will Jones.*

**DLP CONSULTANTS LTD**

Objection letter on behalf of residents regarding Parson's Field Stables, Pickhurst Lane, Pulborough. Copied to Committee. *The Assistant Clerk was instructed to contact HDC for an update and for HDC's opinion on this matter, and to advise them to keep Pulborough Parish Council informed.*

**ROAD SAFETY CONCERNS**

- Correspondence between a resident and County Councillor Pat Arculus regarding road safety concerns around the railway bridge, near Pulborough Station. Copied to Committee.
- A verbal request from a resident asking for pedestrian signs to be placed between The Twitten (Rectory Lane up to Moat Lane) & Monkey Hill, (Lower Street to Rectory Lane), Pulborough. Committee's response required. *The Assistant Clerk was instructed to ask the resident to put her request in writing, by email or letter, so that this can be put on the agenda for the next available P&S meeting.*

**36. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA.**

- Public Toilets (EW)
- Update from Highways on Swan Corner, Lower Street & A29

**37. PAYMENTS**

The following payments were approved and cheques were signed.

<b>PAYEE</b>	<b>AMOUNT/£</b>
WSCC	3069.82
Coms Maintenance	176.00
Mr L Ellis	5.00
ABA (construction) Ltd	180.00
Pulborough Social Centre	59.50

***The meeting closed at 8.35pm***

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on  
Thursday, 3<sup>rd</sup> July 2014**

**PLANNING APPLICATIONS**

**DC/14/1258 – 1 Waters Edge Station Road Pulborough**

Proposed modifications to detached garage to raise roof and create first floor as hobbies room. **No objection, however the Committee would request a Non Severance clause is put in place to ensure that this development remains incidental to the main property.**