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**MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING  
HELD ON THURSDAY 3RD APRIL 2014  
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

**PRESENT:** Cllrs Tilbrook (Chairman), Qusted, Dale, Mortimer, E Wallace  
and J Wallace.

**IN ATTENDANCE:** Lisa Underwood (Assistant Clerk) and 4 member of the public.

*The meeting opened at 7.30pm*

**163. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs Clarke, Kipp, Lawson and Walsh.

**164. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**165. MINUTES**

The Council **RESOLVED** to agree and approve the Minutes of the Meetings held on 6<sup>th</sup> March & 20<sup>th</sup> March 2014.

Clerk's Report

Item 138 – Hepworth Brewery Application

Cllr Tilbrook attended the Development Control South meeting at HDC on 18<sup>th</sup> March to speak in support of the application. Permission was subsequently granted.

Item 139 – Minutes

The Clerk noted the query as to the validity of the use of the Data Protection Act by the Doctors and HDC when not providing information regarding vulnerable residents of the Parish. In the Clerk's opinion, the data that they could provide would be very limited, would be time consuming to compile and would have limited use. At present, no letter has been written to the ICO. It was agreed, at the Full Council meeting, to discuss further at the P & S meeting, under agenda item 13, Emergency Planning.

Item 139- Clerk's Report - Car Park Steps

The Assistant Clerk has chased this up with various people at HDC, and have been advised that they are working with their contractor to have the step nosing's and the directional arrows in the car park remarked. However the work is weather dependant and will be completed when there is a sufficient break in the weather and the contractor has caught up with their outstanding commitments.

Item 139- Clerk's Report - Lawful Development Questionnaire, Stane Farm Bungalow, Ref Dc/13/2074

The Assistant Clerk contacted HDC to enquire as to what will happen regarding the single storey extension. HDC confirmed that an application for retrospective planning permission will be required and that they have invited the residents to submit an application. If no application is submitted it will be up to the planning officers as to whether they take enforcement action.

Item 139 – Sewerage & Drainage, Signage for Swan Corner

As instructed, The Assistant Clerk wrote to HDC on 12th February 2014, asking if they could put up warning signs to warn pedestrians of the potentially polluted water. The Parish Office has received a telephone call from Roger Harding, Assistant Manager at WSCC Highways, who advised that they or we cannot put up any unauthorised signage on highways. This is dictated in 'The Traffic Signs Regulation and General Directions Order 2002'. Roger also advised that we should continue to report to them and Southern Water if any raw sewerage appears on the pavements or roads.

Item 155 – Additional Bench in Lower Street

WSCC Highways have inspected the site and initially can see no problem with the location. They are currently checking on highway land ownership and will report back. They were chased on 3rd April 2014.

After this, the businesses either side of the proposed location (Cubitt & West and Guy Leonard) will be consulted.

Item 148 – Street Lantern on Barn House Lane

The quotation is still valid and a purchase order was raised on 18th March 2014, for the work to be carried out. The Assistant Clerk has chased this WSCC and SSE to obtain an idea of timescales. No answer as yet.

**166. ADJOURNMENT FOR PUBLIC SPEAKING**

The Chairman welcomed Mrs Valerie Chapman and invited her to speak regarding agenda item no 5, Planning Applications, DC/14/0500, Pocket Park Woods, New Place Road, Pulborough.

**Meeting adjourned: 7.36pm**

**Meeting reconvened: 7.39pm**

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

**167. PLANNING APPLICATIONS**

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

**168. PLANNING APPLICATIONS DECISIONS**

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

**169. RAIL SERVICE IN PULBOROUGH**

It was noted that Network Rail and Southern Rail were invited to attend this meeting to discuss rail services and facilities in Pulborough. However, the Manager at Southern Rail was unable to attend, and has not responded to future invitations and Network Rail have not responded at all. Cllr. Tilbrook will continue to pursue.

**170. BUS SHELTERS**

The Committee AGREED to accept 'Wes's Windows' quotation, but would like the bus shelters cleaned only half yearly, instead of quarterly. The Assistant Clerk was instructed to accept the quotation.

**Resolved: The Assistant Clerk will contact 'Wes's Windows' to accept the quotation.**

**171. DITCH MAINTENANCE**

The Committee AGREED to the draft letter to be sent out, to the landowner in Pickhurst Lane, following a resident's complaint, outlining riparian responsibilities. The Clerk was instructed to issue the letter.

**Resolved: The Clerk will issue the letter to the resident in Pickhurst Lane.**

**172. RISK REGISTER**

Members received the Risk Register and AGREED to the updating of P3 & P4, and the removal of P2 & P5.

**173. SOUTH DOWNS NATIONAL PARK LOCAL PLAN**

It was noted that the deadline for comments, on the South Downs National Park Local Plan, is 30th April 2014. Cllr. Tilbrook requested that the Committee send any comments to the Parish Office, by 16th April 2014, and Cllr. Tilbrook will co-ordinate all comments, and send a response.

**174. WATERSIDE, 17 LOWER STREET**

Cllr. Dale advised that an application was submitted for this property to have another house built in the garden, which was refused and then went to appeal. The appeal was refused because a listing application for the lime kiln in the garden was lodged with English Heritage. After some discussion, the Committee instructed the Assistant Clerk to write a polite letter to the resident asking if the lime kiln can be cleared of ivy, so that English heritage can carry out a survey to access the merits of listing it.

This item will be reported on again, once a response from the resident is received.

**175. EMERGENCY PLANNING**

It was agreed to defer this matter until the composition of all Committees is finalised at the Annual Meeting of the Council.

**176. ODDSTONES-DEFICIENCIES IN DEVELOPMENT**

Concerns were raised over various issues with the development of Oddstones and it was felt that plans were not adhered to. It was suggested that, as part of the Neighbourhood Plan, within the steering group for Housing & Infrastructure, a register of where developers have failed, is kept, so that in future, we are cautious of those developers. It was AGREED that Councillors should send the Clerk information, of where things went wrong, by Wednesday 9th April 2014, so that a letter can be sent to HDC advising them of this.

**Resolved: Councillors to send information to the Clerk, of where things went wrong, by Wednesday 9th April 2014, so that a letter can be sent to HDC.**

**177. AIR QUALITY**

Cllr. Dale would like the Council to work with Storrington Parish Council to help with this issue. It was noted that a meeting is being held on 15th April 2014, with WSCC, Pulborough Parish Council, the Lower Street Traders and Pulborough Community Partnership to discuss traffic flow through Pulborough, which impacts on air quality. Cllr Tilbrook will discuss this with Storrington Parish Council, when he meets with them to discuss the bus services.

**178. CORRESPONDENCE**

**Chichester District Council (CDC) Community Infrastructure Levy**

Notification of CDC's Community Infrastructure Levy Preliminary Draft Charging Schedule for public consultation. *Members noted this, but requested the Parish Office enquire where Horsham's Community Infrastructure Levy is.*

**South Downs National Park Bus Services**

Notification of improved services to Sunday & Bank Holiday bus services to and from the Park.

**Appeal Decision – Gallina, Gay Street Lane, Pulborough, RH20 2HW**

Notification from the Planning Inspectorate advising that the appeal has been granted.

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

- Free Speech Charter (MD) - to go on the next available Full Council agenda.

**180. PAYMENTS**

The following payments were approved and cheques were signed.

| <b>PAYEE</b>           | <b>AMOUNT/£</b> |
|------------------------|-----------------|
| R Keatley              | 27.62           |
| Office First           | 10.34           |
| ABA (Construction) Ltd | 1192.80         |
| Burgess & Randall      | 7.60            |
| HDC                    | 291.46          |
| West Sussex ALC Ltd    | 1471.66         |
| HDC                    | 490.50          |
| HDC                    | 165.49          |

***The meeting closed at 8.53pm***

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on  
Thursday 3rd April 2014**

**DC/14//0418– Glebe Farm Gay Street Lane Pulborough**

Single storey extension to rear elevation.

**No objection.**

**DC/14/0455 – Silver Birches Stall House Lane Pulborough**

Proposed new front entrance porch and formation of 2nd dormer windows to rear roof slope.

**No objection.**

**DC/14/0451- Architectural Plants Limited Stane Street Pulborough**

Erection of two signboards at the entranceway of property.

**No objection.**

**TREES**

**DC/14/0500 – Pocket Park Woods New Place Road Pulborough**

Fell 39 trees (various species) (T2 -12inc, T15, T16, T18, T20, T22-24inc, T27, T28, T30, T32, T33, T36, T38, T40, T43-47inc, T51, T53-59inc). Surgery to 6 trees (various species) (T1, T25, T26, T29, T31, T60).

**Objection, see attached letter.**