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**MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING  
HELD ON THURSDAY 5th NOVEMBER 2015  
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

**PRESENT:** Cllrs Tilbrook (Chairman), Esdaile, Kipp, Qusted, Henly, Lawson, Mortimer & J Wallace.

**IN ATTENDANCE:** Lisa Underwood (Assistant Clerk) and 0 members of the public.

*The meeting opened at 7.30pm*

**89. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**90. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**91. MINUTES**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 1<sup>st</sup> and 15<sup>th</sup> October 2015.

Clerk's report on items raised at the meeting of 1st October 2015

Item 80 - Empty/Derelict Buildings

The Assistant Clerk advised HDC about Arun Bungalow, Church Hill, Pulborough, HDC replied to say they had recently visited the property and have seen what poor condition it is in. HDC will be undertaking a land registry request to find out who owns the property, after which time they will write to the owners requesting they tidy the site up.

With regards to 'Ransomes', HDC have spoken to the case officer, who advised that planning application DC/13/0970 is still pending subject to the signing of the S106 agreement. Once the S106 agreement has been signed a decision can be made on the application. The case officer is aware of the situation and if the S106 agreement is not signed, the application will be refused. If refused, the Council can then request that the building be made good, by serving a S215 notice. HDC were not able to give the Assistant Clerk any timescales regarding this matter. The Assistant Clerk will continue to monitor the situation. **Members requested that the Assistant Clerk make enquiries as to whether there is an expiry date on this planning application.**

## Additional Updates from the Meeting held on 2nd July 2015

### Item 27 - Bus Shelter Outside Sainsbury's

The Assistant Clerk wrote to the Manager at Sainsbury's requesting them to consider funding a bus shelter alongside the Sainsbury's store on 15th July 2015. A chaser letter was sent on 23rd October 2015, but no reply has been received. The Clerk has advised that there may be access to S106 monies from the Highfield Development for bus shelters, so it is suggested that this matter be put on hold for the time being until such time enquiries can be made regarding S106 monies.

### Item 30 - Winter Snow Clearance

In April 2015, WSCC advised that a local farmer had offered their services for snow clearance and upon notification of pre-agreed routes, the Legal Services at WSCC would forward the relevant agreement documents for completion. On 17th August 2015, the Assistant Clerk advised WSCC that Pulborough Parish Council would like to accept this offer for Nutbourne Road & Stream Lane. The Parish Office was advised that this matter had now been passed to another person to deal with. After chasing up this matter in September and October, the Parish Office was then told another person was now dealing with this and they would be in contact, but to date they have not. The Assistant Clerk will continue to chase the agreement documents, but as we are now in November, it is unlikely that this can be organised for Winter 2015/16.

## **92. ADJOURNMENT FOR PUBLIC SPEAKING**

There were no public speakers.

## **93. PLANNING APPLICATIONS**

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

## **94. PLANNING APPLICATIONS DECISIONS**

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

## **95. STREET NAMING & NUMBERING - DEVELOPMENT AT STANE STREET, CODMORE HILL**

Members received two suggestions, from Cala Homes, for the names of two new roads in respect of their site, south of Stane Street Close and a request for comments to be returned to HDC. After some discussion it was suggested that local historian, Martin Dale, should be asked for his suggestions. If there is no deadline for comments, this can then be added to the December P&S agenda for further discussion. If there is a deadline for comments, the Assistant Clerk was instructed to advise the P&S Committee, via email, of Martin Dale's suggestions and report back on this item at the next meeting.

## **96. RISK REGISTER**

Members reviewed and accepted the updating of entry P3 to the Planning & Services Risk Register.

**97. PRESCRIPTION DISPENSING**

Cllr. Kipp commented that she was concerned that there was only one pharmacy in Pulborough where residents can get their prescriptions from and given the amount of patients the medical centre is reported to have, she does not feel this is enough. Members commented that it may be unrealistic for another pharmacy to open, but did point out that prescriptions can be delivered and the Wednesday Club do take deliveries for elderly residents. Members suggested that a reminder is published in the Parish Newsletter advising residents that prescriptions can be delivered and Cllr. Tilbrook offered to write an article regarding the Wednesday Club deliveries. The Assistant Clerk was instructed to facilitate this.

Whilst discussing the medical centre, the subject of parking came up again. Members instructed the Assistant Clerk to enquire with Alan Bolt when the parking agreement with Tesco's ends, once a response is received this will be put back on the P&S agenda for further discussion.

Members also commented that the practice was understaffed. Cllr Tilbrook will speak to Tim Foulkes regarding this issue.

**98. PARKING**

Cllr. Esdaile commented that the plans for the proposed station car park were inadequate. He also commented that residents in Arun Prospect are getting frustrated with non-residents parking there. After some discussion about all the parking problems in Pulborough, Cllr. Tilbrook advised the Committee that he and Cllr. Quested, were going to speak at the development control meeting, on behalf of Pulborough Parish Council and the Pulborough Community Partnership, when the proposed Willowmead development is on the agenda, hopefully later this month. They will be asking for a meeting with Network Rail to reduce the car parking charges, with a view to easing this situation. If the new railway car park is approved, then the Committee can look at the situation in Arun Prospect, but members felt the only solution there was for parking restrictions to be put in place.

**99. CORRESPONDENCE**

**Sussex Police**

Information regarding Sussex Police launch of three week anti-burglary campaign. Copied to Committee.

**WSCC**

A response to the Freedom of Information request regarding drainage complaints in Pulborough, see the link detailed for the reports.

[https://www.whatdotheyknow.com/request/drainage\\_complaints\\_in\\_pulboroug\\_2?nocache=incoming-721969#incoming-721969](https://www.whatdotheyknow.com/request/drainage_complaints_in_pulboroug_2?nocache=incoming-721969#incoming-721969). Cllr. Tilbrook will come to the Parish Office to have a look at these reports.

**HDC**

Breach of Condition Notice for Moons Farm, Gay Street Lane, Pulborough. Copied to Committee.

**St. Mary's School**

A report from Cllr. Henly regarding St. Mary's School, as requested at the P&S meeting on 1st October 2015, minute no 77. Copied to Committee.

## Residents

Email from resident regarding parking at Spiro Close, Pulborough. Copied to Committee. *Would the Committee like to add anything further to the reply sent by the Parish Office?* **The Committee has no further comments to add.**

Email from resident and WSCC regarding street lighting in Glebelands. Copied to Committee. *Is the Committee happy for the Parish Office to write to the a few affected residents in Glebelands, with the two options stated in Chris Blight's email?* **The Committee AGREED to the Parish Office writing to the few affected residents in Glebelands.**

Email from the same resident regarding street lighting on the footpath along Sopers Cottages, and response from Parish Clerk. Copied to Committee. *Do the Committee wish to take any further action?* **The Committee do not wish to take any further action.**

Email correspondence regarding the amount of traffic and lorries using Blackgate Lane. Copied to Committee. *Do the Committee have any additional comments to add, in addition to the response from the Parish Clerk and Cllr. Donnelly?* **The Committee has no further comments to add, but instructed the Assistant Clerk to contact Sally Cooper, who lives in the Lane, to ascertain how much traffic is down there.**

## 100. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA

- Update on the Post Office. (EK)
- Signage in the Village. (All)
- Lights in Carpenters Meadow. (JW)

## 101. ITEMS TO BE PUBLICISED ON SOCIAL MEDIA

- None

## 102. PAYMENTS

The following payments were approved and cheques were signed.

Southern Water	57.39
Southern Water	207.71
Southern Water	8.02
Viking	16.67
Wightman & Parrish Ltd	14.94
F Bushby	6.77
Banham	477.60
The Sign Shop Horsham Ltd	30.00
Eyelevel Design Consultants	231.60
Rabbit Waste Management Ltd	374.40
Burgess & Randall Ltd	5.20
West Sussex County Council	5944.34
Wesley's Window Cleaning	144.00
Beechdown Arboriculture Ltd	54.00
Horsham Matters Ltd	557.66
Horsham District Council	504.00

***The meeting closed at 8.44pm***

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on  
Thursday, 5th November 2015**

**PLANNING APPLICATIONS**

**DC/15/2193 - The Smithy, 9 Lower Street, Pulborough**

Erect 2 meter high fence forming a boundary with the curtilage of neighbouring listed building. **No Objection.**

**DC/15/2261 - 4 Rectory Close Pulborough**

Erection of single-storey rear/side wrap around extension. **No Objection.**

**DC/15/2331 - 84 Glebelands, Pulborough**

Demolition of existing garage, front porch and side extension and erection of replacement garage, front porch and side and rear extension. **No Objection as long as emergency access can be achieved to the rear.**

**DC/15/1879 - 76 Lower St, Pulborough**

Conversion of a single storey barn to a single dwelling. **No Objection.**

**Whilst no objection was offered, concern was expressed about the limited space available for parking. Members also suggested that a non-severance clause be attached to the permission.**

**DC/15/2345 - Jessamine Cottage, Potts Lane, Pulborough**

Erection of a first floor side extension to create a new shower room and extension to existing side balcony. **No Objection.**

**DC/15/2403 - Mulsey Farm, Stane Street, North Heath**

Prior notification to remove 6 x antennas and replace with 3 x new antennas. **No comments required.**

**DC/15/2395 - 121 Lower Street Pulborough**

Installation of 1x Fascia sign and 1x Hanging sign. **No objection to the fascia sign, however Members did raise an OBJECTION to the hanging sign as it is too close to the pavement, which could cause visibility problems along Lower Street, Members suggested that the hanging sign should be moved back. Members also questioned if the existing large rectangular sign at the front would be taken down, as this is not clear from the plans.**

**DC/15/2430 - Mount Farm Hill Farm Lane Codmore Hill**

Conversion of garage to form studio and roof lights and additional windows to workshop. **No Objection.**