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**MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING
HELD ON THURSDAY 7TH AUGUST 2014
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

PRESENT: Cllrs J Wallace (Vice-Chairman), Qusted, Clarke, Kipp, Lawson, Mortimer and E Wallace.

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

The meeting opened at 7.30pm

42. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Tilbrook.

43. DECLARATIONS OF INTEREST

Cllr. Lawson declared a personal, but non pecuniary interest in agenda item 13, Speed Limits in Nutbourne, as Cllr. Lawson is a resident of Nutbourne. Cllr. Qusted declared a personal, but non pecuniary interest in agenda item 5, Planning Applications - DC/14/1364 - Stane Street Nurseries Stane Street Codmore Hill Pulborough, as the resident is known to Cllr. Qusted.

44. MINUTES

The Council **RESOLVED** to agree and approve the Minutes of the Meetings held on 3rd & 17th July 2014.

Clerk's Report

Item 30 – Naming of Track Leading to Nutbourne Common Recreation Ground
As agreed, a letter was sent to Neville Estate. However, subsequently it came to light that the situation was not as originally thought and the Chairman therefore took the decision to withdraw the letter and Neville Estate were advised accordingly. It is unclear as to how the Parish Council may assist any further to arbitrate in this matter and the only recourse lies with HDC to take any necessary legal action.

Item 31 – Parking at St.Mary's School

The Assistant Clerk wrote to the Head Teacher, as requested, who advised that the building work should be finished by mid August, and the builders will be parking within the school grounds. Mrs Heath also advised that she is constantly asking parents to park in the Sports & Social Club car park (as previously agreed by PPC) for the morning and afternoon drops and telling them to be considerate to neighbours and if driveways are blocked the Police will be called on the 101 number.

The school will be extending from 11 classes to 12, which will bring an extra 30 children to the school, so Mrs Heath doesn't feel this will have a major impact on the parking. Mrs Heath has asked the Parish Council if the gate to the main recreation ground could be opened for 30 minutes in the morning and afternoon, so that cars could park on there. This matter is on the R&OS agenda for 11th September to be considered by the Committee.

Item 32 – Barn House Lane Signage

WSCC have confirmed that the lane is a Private Road. The resident who raised the issue originally, has been advised and he will approach other properties in the lane to discuss the positioning of a sign closer to the entrance.

Item 34 – Tractors (Speed & Hay) on Lower Street

A letter has been sent to Alan Barrett, the contract Farmer at Link Farm, as requested. Mr Barrett left a telephone message on 6th August to say the overhanging trees and vegetation did cause the straw bales to become loose. The Assistant Clerk will write to Highways requesting the overhanging bushes and trees be cut back, to prevent this problem.

Item 35 – Correspondence – DLP Consultants Ltd

Cllr. Tilbrook was booked, as an objector, to speak re planning application DC/13/0577 – Parson's Field Stables, Pickhurst Lane at the appeal meeting on 15th July. HDC originally stated that they proposed to NOT contest the appeal for this application and the permission will therefore be granted. However, following the meeting, they have challenged the appeal, and an appeal hearing is due on 27th August 2014. *Letter copied and circulated in Councillors packs.*

Additional Updates

DC/11/0952 & DC/14/0683-Land North of Highfield, Stane Street

Following the HDC Development Control South Committee meeting on 15th July, representatives of Neame Sutton Ltd and Hanbury Properties Ltd, agreed with Cllr. Tilbrook that they would be able to attend the P&S meeting on 4th September. The Clerk has written to all parties confirming this, but as yet no reply has been received.

45. ADJOURNMENT FOR PUBLIC SPEAKING

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

46. PLANNING APPLICATIONS

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

47. PLANNING APPLICATIONS DECISIONS

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

48. PEDESTRIAN SIGNS

Members received a resident request to have markings or signs where The Twitten crosses Rectory Lane to Monkey Hill. After some discussion the Committee felt that there was no need for additional signs, as long as the hedge, obscuring the visibility, is kept cut back. The Assistant Clerk was instructed to advise the resident accordingly.

Resolved: The Assistant Clerk to advise the resident no signs will be considered.

49. FORMER BUS SHELTER/STORE ADJACENT TO 127 LOWER ST, PULBOROUGH

The Committee received notification from Saxon Weald of the intention to demolish the old bus stop at the corner of Rivermead and an enquiry as to whether there would be any objections. Also a repeat offer for Pulborough Parish Council (PPC) to purchase the freehold, which was previously decided, by PPC, not to purchase. Members discussed this at length and would like to know why Saxon Weald want to knock it down and what are their plans if it's not purchased. They would also like to know if the land is included in the purchase of it. The Assistant Clerk was instructed to obtain this information from Saxon Weald.

Cllrs. Lawson & Mortimer felt that the shelter could have a useful purpose for PPC, but because of the expenses associated with the purchase, the Committee would not want to buy it. The Assistant Clerk was instructed to request if Saxon Weald would be willing to come to an amicable agreement regarding the legal costs.

It was thought that planning permission would be needed if it was to be demolished, and the Committee would object accordingly. The Assistant Clerk was instructed to clarify the need for planning permission with HDC and advise Saxon Weald, copying in the District Councillors, that PPC do objection to the intention to demolish the old bus stop.

50. PUBLIC CONSULTATION ON DRAFT FIRE & RESCUE SERVICE PROPOSALS 2015-16 DRAFT PROPOSAL TO REDUCE THE NUMBER OF FIRE APPLIANCES AT PETWORTH & STORRINGTON FIRE STATIONS

It was noted, as part of the draft proposals, that the number of fire appliances at Petworth & Storrington stations will be reduced. Members felt that with more properties being built, bringing in more people, this is not a favourable proposal. It was also noted that these fire engines not only get called out to fires, but also to assist with flooding issues and accidents. The Committee endorse the comments made by Mr Trust (a recently retired fire service employee). The Assistant Clerk was instructed to respond to the public consultation with the Committee's comments, and to endorse Mr Trust's comments in the response.

51. CAD DRAWINGS

Cllr. Quested commented that if HDC provided CAD drawings for plans over a certain number of dwellings, it would be easier and quicker for the Committee to make decisions and comments. It was highlighted that when the plans for the Land North of Highfield arrived, members spent a considerable amount of time looking through the paper plans. It was AGREED by the Committee that the suggestion should be if a proposed development has more than 10 dwellings, CAD drawings are provided.

Cllr. Quested also recommended that if reserved matters cannot be submitted at the same time as the outline planning application, a timescale should be put in place, and this timescale should reflect the amount of time, the Committee is given to consider reserved matters. Members suggested 9 months for reserved matters to be submitted, from the time of the outline planning application.

The Assistant Clerk was instructed to put these recommendations to Hilary Coplestone, at HDC, copying in HALC (Beverly Bell).

52. COLDWALTHAM PARISH COUNCIL'S (CPC) VILLAGE PLAN

Members received CPC's village plan, and discussed the points feedback was required on. The following points were raised:

1. Swan Corner – PPC also have concerns over the traffic and visual aspects of Swan Corner, and these are being addressed by WSCC.
2. (& 3) Gypsy Encroachment and Overall Planning Strategy for the next 10 years – Members could not provide a definitive answer regarding these issues until the Neighbourhood Plan is completed. It was AGREED that the results of the household survey would be sent to CPC, once collated, and the Parish Office would keep communication open with CPC, as Pulborough's Neighbourhood Plan develops. The Assistant Clerk was instructed to advise the Chairman of CPC of these comments.

53. WSCC FUNDS FOR ROAD REPAIRS & GULLEY MAINTENANCE

Members received a reply from WSCC regarding Parishes being in control of their own road repairs and gulley maintenance. It was noted that the programme to deliver this across parishes would take several years, as it can take up to 18 months to be at a point to enter into an agreement, because of training, assessing costs and recruiting staff. Members AGREED to put this on hold for the time being.

54. SPEED LIMITS IN NUTBOURNE

Members received Highways correspondence advising a resident has requested to have 20mph roundels painted on the carriageway, from Ragmans Castle. Cllr. Quedstedt advised that this was discussed at the Nutbourne Residents Association (NRA) meeting, but it was felt that this would be out of character for Nutbourne. NRA are now considering a better alternative, the Sussex Community Speedwatch, and the Clerk has offered to obtain the necessary equipment for them.

55. PUBLIC TOILETS

Cllr Kipp commented that there are no public toilets within the South Downs National Park (SDNP), and noted the lack of public toilets within Pulborough. Members discussed this matter and suggested that it would be beneficial to investigate the option of having public toilets in Pulborough, something up-market, where an attendant is employed and people would pay to use them. It was noted that the public toilets in Billingshurst are kept clean and in good repair, and the Assistant Clerk was instructed to find out who owns them.

It was also suggested that Pulborough is the 'gateway' to the SDNP, and funding maybe able to be obtained for public toilets. The Assistant Clerk was instructed to contact SDNP and enquire.

56. CORRESPONDENCE

Horsham District Council (HDC)

Notification of appeal against refusal of planning consent for DC/14/0301 – Little Brinsbury Farm House, Stall House Lane, Pulborough. Previously no objection from Pulborough Parish Council. Copied to Committee, along with the decision notice dated 10th April 2014, for reference.

Resident Notification

Notification from a resident who is concerned that Holly Tree Cottage, The Street, Nutbourne is building a single storey extension without permission when in a Conservation Area. ***The Assistant Clerk was instructed to contact HDC to ask if it is permitted development, and note the Committee's concern, copying in the NRA.***

South Downs National Park Authority (SDNPA)

Email advising of link to view agenda and meeting papers for the SDNPA Planning Committee meeting on 14th August 2014. Copied to Committee.

HDC

Notification of appeal hearing on 27th August 2014 at 10.00am for DC/13/0577-Parsons Field Stables, Pickhurst Lane, Pulborough. *N.B: HDC have been asked if there is an opportunity to speak at this hearing, and despite several emails and phone messages, HDC have not replied.* Copied to Committee. **Cllr. Clarke advised the Assistant Clerk to email Catherine Andrews, PA to Tom Crowley, copying in the District Councillors, to advise of the lack of response from HDC, in the hope of obtaining a reply.**

WSCC

Complaints have been made to Highways, via Pulborough Parish Council, of overgrown trees on 'The Moat', causing a hazard when two boughs recently fell. WSCC have made enquiries, but the land does not belong to them, or Saxon Weald. *The only option is to do a Land Registry search, but that would cost just under £20.00, but this might not show the information. Please can the Committee instruct what further action should be taken.*

Cllr. Kipp thought that Rob Aylott might know who the land belongs to, as the Community Partnership were due to conduct an archaeological dig at this site some time ago. If not, the Committee AGREED to proceed with a Land Registry search, and to enquire if an annual fee could be made, rather than a one off fee, in case of other searches being required. The Assistant Clerk was instructed to deal with accordingly.

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

- **NRA Letter dated 25th July 2014 (Cllr. Quested)**

58. PAYMENTS

The following payments were approved and cheques were signed.

PAYEE	AMOUNT/£
HDC	495.00
Office First	7.27
Hillier Garden Centre	1047.00
Viking Direct	37.19
Burgess & Randall	39.09
R Keatley	27.62
ABA Construction Ltd	66.00
West Sussex County Council	5490.59
A Manuell	946.86

The meeting closed at 9.30pm

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on
Thursday, 7th August 2014**

PLANNING APPLICATIONS

DC/14/1355- Gentian Cottage Old Mill Place Pulborough

Removal of existing attached garage and single storey kitchen, erection of two storey extension to side and rear of existing house, new 1st floor balcony to rear bedroom window, new single storey conservatory to rear, new front entrance porch, new garage adjacent to house. **No objection, but members would like to raise their concerns regarding access of construction vehicles to the property, and their concerns regarding the balcony, in case it infringes other resident's privacy.**

DC/14/1378 - Foxlands Blackgate Lane Pulborough

Single storey extension to create a partially self contained space with separate living, dining and sleeping accommodation. **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.**

DC/14/1364 - Stane Street Nurseries Stane Street Codmore Hill Pulborough

Demolition of existing lean to store. Erection of new single storey structure to form 2 retail units with additional WC facilities. **No objection.**

DC/13/0683 - Bartram House Station Road Pulborough

Outline permission for the erection of 1 No. 4-bedroom detached house with garage, 2 No. 3-bedroom and 1 No. 2-bedroom terraced houses, each with garage or parking space, plus 5 additional parking spaces for retained dwelling and office on site, all off communal driveway with access onto Station Road (Outline Permission with some Matters Reserved). *Amended plans.* **Objection.**

The Committee raised the following points:

- **The Committee requested that the 2 applications for this site, be considered together. (DC/13/0683 and DC/13/0764).**
- **Despite the Parish Office leaving numerous messages and sending emails to HDC's Planning Department, for further information on these amended applications, no calls have been returned. This made it very difficult for the Committee to consider the amended plans, as the information gathered from HDC's website lacked sufficient detail.**
- **The plans will be a gross over development of the site.**
- **Members are still extremely concerned about the access onto the A283, and in addition in icy weather, taking into account the 12% gradient, and they are confused as to what WSCC Highways' views are. The Committee would like confirmation from Highways Officers that they have visited the site to look at the access issues, and what their final decision is. If no final decision has been made, Pulborough Parish Council request an onsite meeting.**
- **There will be no room for goods vehicles, lorries etc to turn around within the development, how will they get back out onto the A283 safely?**
- **The bank is very unstable, and there is land slippage to the west of the site.**
- **The Committee fully support the comments made by Gordon Parr regarding these applications.**

DC/13/0764- Bartram House Station Road Pulborough

Outline permission for the erection of 1 No 4-bedroom detached house, 2 No 3-bedroom and 6 No 2-bedroom terraced houses, each with a garage and/or parking space. *Not stated as amended plans. Validated 18th December 2013. Being queried with HDC.* **Objection, comments as above for ref DC/13/0683.**

Trees

DC/14/1494 - 5 Lower Street Pulborough

Fell 1 x Leyland Cypress tree (Works to Trees In a Conservation Area). **No objection.**

DC/14/1421 - Templemead Coach House 13 Lower Street Pulborough

Fell 1 Sycamore (T1), 1 Eucalyptus (T2) and surgery to a group of Western Cedar (G1) and Leylandii Cypress (T3) and (T4). **No objection.**