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**MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING
HELD ON THURSDAY 3rd MARCH 2016
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

PRESENT: Cllrs Tilbrook (Chairman), C Esdaile, J Esdaile, Kipp, Queded, Henly, Kay & Lawson.

IN ATTENDANCE: Lisa Underwood (Assistant Clerk), Mr D Mumford (Rushmon Homes), Mr J Simpson (Architect) and 8 members of the public.

The meeting opened at 7.30pm

164. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mortimer & Wallace.

165. DECLARATIONS OF INTEREST

Cllr. Tilbrook declared a personal interest in item 6, planning application DC/16/0351, Ransoms, Station Rd as he has been following the conservation aspect of this site.

Before the meeting proceeded, the Chairman proposed that the agenda be amended to bring item 5 'Public Speaking' to the beginning of the meeting to enable the speaker to address Rushmon Homes before their presentation, all Members were in agreement.

166. ADJOURNMENT FOR PUBLIC SPEAKING

The Chairman welcomed Mrs Gwen Parr and invited her to speak regarding agenda item no 6, Planning Applications – DC/16/0258 – Bartram House, Station Rd, Pulborough and agenda item 8 – Street Naming & Numbering – Bartram House/Springfield, Station Rd, Pulborough.

Meeting adjourned: 7.32pm

Meeting reconvened: 7.41pm

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

167. RUSHMON HOMES

The Chairman welcomed Mr D Mumford of Rushmon Homes and Mr J Simpson, Rushmon Home's Architect and invited them to address the Council regarding planning application DC/16/0258 – Bartram House, Station Rd, Pulborough.

Meeting adjourned: 7.41pm

Meeting reconvened: 7.56pm

The Chairman thanked Mr Mumford & Mr Simpson for taking the time to address the Committee.

The Chairman then proposed that Councillors and members of the public could put questions and concerns to Mr Mumford & Mr Simpson, which were noted as follows:

- There is concern over the west embankment and slippage into neighbouring gardens.
- The developers will need to check and monitor ground stability.

Rushmon Homes confirmed that they will have to adhere to building controls and regulations regarding the stability and foundations. They will also conduct a full condition survey before any work is started and on completion of the development. It was pointed out that continuous monitoring of the site needs to be carried out, to ascertain the effects of the works.

- There is a crossing 20 yards to the west of the site, but there are no plans to have a surface to the north. It would be worthwhile discussing with Highways about connecting with the existing pavements on the north side. Rushmon Homes advised that they are keeping to the position and widening of the road that was agreed in the outline planning application.
- As there are several springs in the area, there is some risk to the properties of Lyntons and with these springs and the steep bank, it might be worth considering retaining the trees on the top of the bank to help absorb water.
- Is there an option to have the houses facing south as there are concerns that the gardens in Lyntons will be overlooked.
- It would look nicer if the front of the houses were looking out rather than the back. Rushmon Homes advised that in order to get the depths of the houses and gardens and to have parking spaces they have to be positioned in this way.
- Access onto the A283 is a concern, there is lack of visibility of traffic coming from the west and with vehicles coming in and out of the site at the same time. Rushmon Homes have widened the exit to a 2 car width and proposed a humped driveway divider to stop 2 way traffic passing through, this has been approved by Highways.
- Who will maintain the fences? Rushmon Homes advised that this will be the responsibility of the individual property owners.

- Who will maintain the trees, bank and private road? Rushmon Homes advised either they will retain that responsibility or a Management Company will be appointed.

Mr Simpson advised that there are Construction Design Management (CDM) regulations in place and a CDM Co-ordinator would be appointed to resolve any safety and practical aspects of the construction. Risk assessments and method statements will also need to be in place.

168. MINUTES

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 4th February and 18th February 2016.

Clerk's report on items raised at the meeting of 4th February 2016

Item 146 - Minutes - Clerk's Report - Services in Pulborough - Sewerage & Drainage

A letter was sent to Tesco regarding the drainage issues around that area, copying in Southern Water, District and County Councillors, a reply has been received from Southern Water, suggesting a meeting with all parties, which Cllr. Tilbrook agreed to arrange. The Assistant Clerk has tried to contact the Manager at Tesco Pulborough on several occasions and has written to the CEO, Dave Lewis, twice, but still no reply has been received. *How would the Committee like to proceed with this matter?* **Cllr. Tilbrook will write another letter to Tesco.**

Item 146 - Minutes - Clerk's Report - Broomers Hill Traffic

The traffic data summary has now been received and has been issued to Members under 'Correspondence'. Please could Members let the Parish Office know if they would like the full details to be sent electronically.

Cllr. Quested was due to attend a Chanctonbury Local Committee (CLC) meeting on 02.03.16. One of the agenda items for that meeting was regarding a new process for applying for Traffic Regulation Orders (TROs) and with that agenda item came a report which showed that the applied TRO for a speed restriction on Broomershill has been rejected.

At the P&S meeting on 04.02.16, Cllr. Quested requested to have 'Excess weight limit on Broomershill' on the agenda, but it was suggested that this be put on hold until the traffic data had been received. The full details of the traffic data do show vehicle classes, although it has not been made clear what those classes refer to. Members should note that if a weight restriction was to be applied this would have to be made via the new application process, which comes into effect on 1st April 2016. Would Cllr. Quested still like this matter to be put on the next P&S agenda? **Cllr. Quested advised that this was no longer necessary.**

Members instructed the Assistant Clerk to let the resident know about the rejection of the TRO.

Item 153 - Gas Leak in Church Place

An acknowledgement letter has been received from Southern Gas Networks (SGN), which has been copied to Members under 'Additional Correspondence'. Subsequent to receiving this letter SGN telephoned the Parish Office and advised that Cllr. Tilbrook has spoken to a gentleman called Simon Russell and according to SGN the answers provided were satisfactory and a meeting is no longer required. **Cllr. Tilbrook advised that he will be setting up a meeting with SGN & Southern Water in April.**

169. PLANNING APPLICATIONS

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

170. PLANNING APPLICATIONS DECISIONS

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

171. STREET NAMING & NUMBERING - BARTRAM HOUSE/ SPRINGFIELD, STATION RD, PULBOROUGH

Members received name suggestions of Bartram Place and Bartram Close from the developers in respect of Bartram House and Springfield in Station Road. After some discussion, and noting Mrs Parr's comments that 'Close' would be preferable to 'Place', in the hope of deterring drivers into thinking there was a cut-through, Members AGREED that Bartram Close would be a suitable name.

HDC also asked for comments regarding giving the access road a separate name, something like 'Station Close'. After noting Mrs Parr's comments on this matter Members AGREED that a separate name should not be given to the access road. Members instructed the Assistant Clerk to advise HDC of their comments.

Resolved: The Assistant Clerk to advise HDC of the Committee's comments.

172. PROBLEM WITH RETIREMENT BUNGALOW IN THE SPINNEY

In Cllr. Wallace's absence he advised the Parish Office that Saxon Weald are in the process of looking at this matter. Cllr. Wallace will report at the next P&S meeting.

173. DE-CLASSIFICATION OF THE A29 AND A283

Firstly, the Assistant Clerk advised that she could find no regulation information on-line, regarding this matter. Members commented that they wanted to look at stopping HGV's using these routes, when there were other routes available. The road is too narrow at Church Hill for HGV's.

Cllr. Quedstedt commented that in light of his attendance at the recent CLC meeting and the reports that were made at that meeting, it would seem that alterations would be easier to be put forward based on air quality, rather than anything else. It was noted that Storrington Parish Council (SPC) have looked at measuring their air quality and Members instructed the Assistant Clerk to contact SPC to ask how they had carried this out and enquire about costs and if any grants were applied for.

174. COMMUNITY SUPPORT TEAMS CONSULTATION AND FUTURE PARTNERSHIP WORKING

Members received a survey from WSCC regarding community support teams and future partnership working. It was commented that if the Parish Council were to take over the responsibilities from the Community Support Teams at WSCC for tasks such as clearing vegetation overhanging paths, sign cleansing, hedge trimming etc, the Parish Council should expect WSCC to complete all outstanding tasks before passing on the responsibility.

The Committee discussed the possible answers to this survey, however it was felt that more information was needed, such as costs involved, how many staff, vehicles and man hours were required. Cllr. Tilbrook will draft a letter in reply to the survey to ask these questions, to which Members AGREED.

175. HANGING BASKETS

Members received a quotation of £672.00 + vat from The Flower Shop to refill the existing hanging baskets, along with other options to have 'Cup & Saucer' baskets, which retain more water. Cllr. Quested requested that 2 other quotations (suggestions of Brinsbury College and Village Nurseries in West Chiltington were provided) should be obtained and so the Committee instructed the Assistant Clerk to obtain these and bring back to the next P&S meeting.

Members also asked if hanging baskets could be placed on the other side of Swan Corner, alongside The Banyan Tree and hairdressers. The Assistant Clerk will ask the Clerk.

176. SERVICES IN PULBOROUGH

Due to the lateness of the meeting, the Chairman suggested that this item was deferred until the next meeting, to which Members AGREED.

177. CORRESPONDENCE

West Sussex County Council (WSCC)

Email notification that WSCC is running an online public consultation on the future of the 3in1 Card concessionary travel scheme. To take part in the consultation go to <https://haveyoursay.westsussex.gov.uk/highways-andtransport/3in1card>. The consultation runs until 08.04.16. Comments and questions can also be submitted to buses@westsussex.gov.uk.

Traffic Data on Broomershill Lane

Traffic data summary from WSCC and comments from resident in Broomershill who originally requested the data. Copied to Committee.

Horsham District Council (HDC)

Notification of an appeal lodged for planning application DC/15/2005 - Gallina, Gay Street Lane, Pulborough. Copied to Committee. *PPC Comments: No objection.*

Notification of an appeal lodged for planning application DC/15/2193- The Smithy, 9 Lower St, Pulborough. Copied to Committee. *PPC Comments: No objection.*

South Downs National Park Authority (SDNPA)

Email regarding SDNPA Community Infrastructure Levy: Statement of Modifications. Copied to Committee. **Cllr. Tilbrook will write a letter to HDC regarding one of the proposals regarding CIL charges to ask if HDC can extend the proposal to the Parish Council.**

Arun Internal Drainage Board

Notification of drainage rates and special levies to year ending 31.03.17.

Southern Water

Reply from Southern Water following receipt of the Parish Council's letter of 20.1.16 regarding the gas leak in Church Place, Pulborough. Copied to Committee. *Cllr. Tilbrook to call and arrange meeting.*

The Planning Inspectorate

Appeal decision regarding Hobbits, Stall House Lane, Pulborough. Copied to Committee.

Storrington & Sullington Parish Council

Copy of response to WSCC regarding Community Support Team as Consultation and Future Partnership Working. Copied to Committee

Gas Leaks in Church Place

- i). Copy email from Cllr Andy Tilbrook to District & County Councillors regarding recent gas leak. Copied to Committee.
- ii). Acknowledgement Letter from SGN. Copied to Committee.

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

- Update on Post Office (Full Council) (EK)

179. ITEMS TO BE PUBLICISED ON SOCIAL MEDIA

- None

180. PAYMENTS

The following payments were approved and cheques were signed.

Travis Perkins Trading Co Ltd	41.28
Pulborough Social Centre	74.30
WSCC	6541.18
Southern Water	72.45
ArbTec Tree Care	625.00
SSALC Ltd	39.20

The meeting closed at 10.04pm

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on
Thursday, 4th February 2016**

PLANNING APPLICATIONS

DC/16/0258 - Bartram House, Station Road Pulborough

Application for approval of reserved matters (access, appearance, landscaping, layout

and scale) following outline approval DC/13/0764 (erection of 9 houses).

Objection. Members have concerns regarding the following:

- **Access onto the A283, there is lack of visibility of traffic coming from the west.**
- **Appearance – House nos 6-9 would look more pleasing to the street scene if they were facing south and not north. Also, a brick boundary to the south would be better than fencing.**
- **The stability of the bank to the west needs to be investigated and continually monitored.**

DC/16/0333 & DC/16/0332 - 76 Lower St, Pulborough

Proposed change of use of a redundant single storey barn to a single dwelling (Listed

Building Consent & Full Application). **No objection.**

DC/16/0352- Arun Bungalow, Church Hill Pulborough

Demolition of existing bungalow and construction of new chalet bungalow. **No objection.**

Trees

DC/16/0351 - Ransoms, Station Rd, Pulborough

Surgey to 1x works to trees in a conservation area. **Objection. The proposed work appears to serve very little purpose and there is still space for further growth before it becomes a nuisance.**