



PULBOROUGH PARISH COUNCIL
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**MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING
HELD ON THURSDAY 1ST MAY 2014
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

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

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

The meeting opened at 7.30pm

185. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Walsh & Kipp.

186. DECLARATIONS OF INTEREST

Cllr. Dale declared a personal, but non pecuniary interest in agenda item 5, Planning Applications, DC/14/0683-Land North of Highfield, Stane Street, Codmore Hill.

187. MINUTES

The Council **RESOLVED** to agree and approve the Minutes of the Meetings held on 3rd & 17th April 2014. *Agenda item 176- This should read 'It was suggested that, as part of the Neighbourhood Plan, within the focus group.....' and not steering group.*

Clerk's Report

Item 165 – Clerk's Report – Car Park Steps
This matter is still being chased.

Item 165 – Clerk's Report – Additional Bench in Lower Street
The Highways Officer for Pulborough, Tim Boxall, has taken a photo of where the proposed bench will be situated, because the bench would need to be licensed and he needs to check to see if the pavement belongs to highways. He was chased on 4th & 28th April 2014 for a response, but as yet no reply has been received.

Item 165 – Clerk's Report – Street Lantern on Barn House Lane
WSCC advised the Parish Office on 3rd April 2014, that the disconnection would be carried out within 10 working days. Therefore the work should have been carried out. This was chased on 29th April 2014 to check on progress, but as yet no answer has been received.

Item 167 – Planning Applications – DC/14/0500- Pocket Park Woods

A letter was sent to Harwoods and Horsham Planning, on 4th April 2014, highlighting the Council's concerns over this application. A reply has been received from HNW Architects, which has been copied to the Committee, under agenda item 7, 'Correspondence'. *Members will send their comments in relation to the letter, to the Parish Office, which will be collated in a reply back to HNW Architects.*

Item 170 – Bus Shelters

The bus shelters were cleaned on Sunday 20th April 2014.

Item 171 – Ditch Maintenance

The Clerk sent the letter to the resident of Pickhurst Lane, on 10th April 2014. The complainant has chased us for a response, but he was advised that the Parish Office has not heard from the resident, but it is believed that the resident has been unwell. Cllr. J Wallace advised that he had spoken to the resident, and there seemed to be some confusion over ownership of the blocked ditches. *Cllr J Wallace will be meeting the resident shortly to discuss this matter.*

Item 174 – Waterside, 17 Lower Street

A letter was sent to the resident, copying in Guy Leonard & Co, as Managing Agents, on 28th April 2014. A reply has been received from the site owner, who advised that all correspondence should be directed to him and not the resident. *The Clerk was instructed to send a reply, to be drafted by Cllr. Tilbrook.*

Item 176 – Oddstones – Deficiencies in Development

Comments were received and given to Cllr. Tilbrook, who will draft a letter to HDC.

Item 178 – Correspondence

As instructed, the Clerk sent an email to HDC to obtain the progress on Horsham's Community Infrastructure Levy (CIL), on 7th April 2014. HDC have advised that their CIL has been prepared and was on the agenda for last night's meeting, where the recommendation is to agree a public consultation, between 16th May & 27th June. Another public consultation is likely to follow in September. These dates will be diarised to make sure The Council get an opportunity to put their comments forward. *The Committee noted that this matter has been adjourned by HDC for 2 weeks. Therefore this item will be added to the agenda for the next P & S meeting on 5th June 2014.*

Additional Item Update re Traffic Monitoring Report

Cllr Tilbrook requested the Assistant Clerk to chase West Sussex County Council Highways for their traffic monitoring report on Station Road, which was promised by the end of January. A call was made, on 17th April 2014, to enquire of the progress, and the call was logged under ref 4158137, however, as yet, no one has contacted us.

Additional Item Update re Rhymecare Homes

The Directors of Rhymecare Homes, and the Architects for the proposed Dementia Centre, were due to attend this evenings meeting, however this has been postponed as negotiations are ongoing regarding amendments of the access road, and it was thought wise to conclude these discussions before presenting to the Council.

188. ADJOURNMENT FOR PUBLIC SPEAKING

The Chairman welcomed Mrs Lorraine Dale and invited her to speak regarding agenda item no 5, Planning Applications, DC/14/0683 – Land North of Highfield Stane Street Codmore Hill.

The Chairman also welcomed Mrs Maggie Macari-Grover, who introduced Paul Byford, who spoke on her behalf, and invited him to speak about agenda item no 6, Planning Applications Decisions, DC/13/2321, Toat Cafe Stane Street North Heath Pulborough West Sussex RH20 1DN.

Meeting adjourned: 7.48pm

Meeting reconvened: 7.55pm

The Chairman thanked Mrs Dale and Mr Byford for taking the time to address the Committee.

Members noted that Mr Byford, on behalf of Mrs Macari-Grover, will appeal the planning decision, and will also write to District Councillor Roger Paterson. Members requested to be copied in on any correspondence, via the Parish Office, and confirmed that a letter would be sent to HDC, requesting that the Parish Council's support be taken into account, should the application go to appeal.

Members noted the comments from Mrs Dale, and she was advised to make a complaint to the Local Government Ombudsman, on the basis of timescale procedures, not being adhered to, and requested to be copied in on any correspondence, via the Parish Office.

189. PLANNING APPLICATIONS

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

190. PLANNING APPLICATIONS DECISIONS

Members received details of planning decisions and enforcements since the last meeting. With reference to DC/14/0535 – Land North of Highfield, Stane Street, Codmore Hill, members queried the granting of a non material amendment and questioned whether the Committee had been consulted. Subsequent to the meeting, the Assistance Clerk can confirm that the Committee are not consulted on non-material amendments, and can advise that Planning Officers at HDC determine what is material and non material.

191. CORRESPONDENCE

Bus Services Comments

Comments from 'The Wednesday Club' regarding bus services. Copied to Council.

DC/14/0500 – Trees In Pocket Park

Correspondence from HNW Architects in response to Cllr. Tilbrook's letter of 4th April 2014. Copied to Committee.

Localworks – On behalf of Sevenoaks Town Council

Email from Localworks, on behalf of Sevenoaks Town Council, requesting the Council's support for the proposal of '*That the Government take the necessary action to allow a percentage of Business rates to be paid direct to Parish and Town Councils for the benefit of local economic growth*'. Copied to Committee.

Message of Thanks

Mr Sabin came into the Parish Office and expressed his thanks to all those concerned for their work in getting the new street lights installed.

West Sussex County Council, Cabinet Office

Letter from Lionel Barnard advising of the progress on enabling residents and businesses to connect to a better and faster broadband across the County. Copied to Committee

Community Flood Plan Workshop

Notification from Tony Skelding, Emergency Planning Officer at HDC, of two workshops in June to help with the completion of the Parish's flood plan. Copied to Committee.

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

- Parking at St. Mary's School (MD)
- Horsham District Planning Framework (Cllr. Dale to check dates) (MD)
- Community Infrastructure Levy for Horsham (All)
- Road repairs and how to use our own initiative to carry them out ourselves. (J Wallace)

193. PAYMENTS

The following payments were approved and cheques were signed.

PAYEE	AMOUNT/£
Horsham District Council	495.00
Southern Water	18.81
Southern Water	312.50
Southern Water	68.72
Brady Corp Ltd	7.06
Professional Weed Solutions Ltd	883.20
Wesley's Window Cleaning	144.00

The meeting closed at 9.19pm

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on
Thursday, 1st May 2014**

PLANNING APPLICATIONS

DC/14/0607– 29 Swan View Pulborough RH20 2BF

Two storey side extension and conversion of garage to habitable accommodation.
No objection.

DC/14/0683 – Land North of Highfield Stane Street Codmore Hill

Application for approval of reserved matters (relating to appearance landscaping and scale) pursuant to outline planning permission (ref DC/11/0952) for 103 dwellings and open space granted on the 13/12/12. **See attached letter.**

DC/14/0654 – Shorts Farm, The Street, Nutbourne

Use of first floor of detached garage building as a residential annex, ancillary to Shorts Farm (Certificate of Lawful Development – Existing). **Whilst members could offer no comment regarding the length of time that the building has been used as a residential annex, members did request that should the certificate be granted, that a non severance clause be included to ensure that the building remains incidental to the main house, and that the ground floor 3 bay garage remains as an unoccupied part of the property. Members also requested confirmation from HDC that all building regulations for occupancy of the first floor, as a residential annex had been complied with.**

DC/14/0722 - 2 London Road Pulborough RH20 1AP

Change from rectory which is also residential with parish rooms and Sunday school to part residential and part nursery school with new entrance. **Objection. Comments still stand from before; the entrance is too narrow for cars to be exiting and entering the premises, which would leave traffic backing up on Church Hill, and having reviewed the Transport Statement, further comments were raised as follows:**

- **The Committee feel that the comparison nursery in Godalming does not provide a necessarily valid comparison. The applicant's comparison in Goldaming is situated on the A3100, which is a big straight road with far less large, heavy commercial traffic, than the A29. In addition, the site at 2 London Road is at the brow of a hill, with very poor visibility approaching from the south. Moving the entrance a few yards north of the present entrance, will not give sufficient additional visibility (or time) for vehicles seeking to leave the site.**
- **In addition to teaching staff the proposed nursery, will also need ancillary staff for cleaning/catering etc, who will also require parking spaces, and the proposed number of parking spaces for all staff is inadequate. In reality, the Committee feel that the reserved parking spaces are inadequate, despite the guidelines quoted, because the alternative transport arrangements for staff will not meet their needs. The bus services for the Godalming nursery, are far superior to those available in Pulborough.**

- The Committee note that there is very limited space on the site to allow parents to drop off, and pick up children, and feel strongly that there is a significant shortage of space to manage a clientele of 50 pupils. The Committee also consider that the applicant's assumption that 10 minutes for any parent to drop off or pick up pupils is likely to be inadequate. The Committee feel that sensitivities to this case need to be run for 15 and 20 minutes. The Transport Plan should be based on 15 to 20 minutes drop off time, not 10.
- The Committee also feel that it is highly unlikely that parents, using a nursery site, in a location with heavy commercial traffic on a steep hill, will consider using bicycles as a prudent means of transport.

In summary, the Committee consider that the applicant's Transport Statement has not met their concerns.

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 (Amended Plans) **Objection. The Committee raised the following points:**

- The Committee requested that all 3 applications for this site, be considered together. (DC/13/0765 and DC/13/0683)
- The plans will be a gross over development of the site, as the planning applications involves, in total, 19 new residencies, and several new business spaces.
- There is no pavement on the north side of Station Road, between the entrance to Bartram House and the Railway Station. It is essential that a new pavement be provided here, and the affects of this on the vehicle entrance to Bartram House, be taken into account. Currently there are only a few people working in Bartram House. The additional people proposed to be working or living on the site, significantly increases the safety risk at this entrance.
- More consideration should be given to how Bartram House can be retained. A neighbouring property, Brookview, was successfully underpinned in 1989, this option should be considered more thoroughly for Bartram House.

Trees

DC/14/0739 – River Meadow 9 Allfreys Wharf Pulborough

Fell 1 x Willow and surgery to 1 x Apples trees. **No objection.**

DC/14/0834 – 3 Bell Close, Pulborough

Surgery to 1 x Eucalyptus tree (Works to Trees in a Conservation Area). **No objection, but the Committee noted that the tree was not in the grounds of Bell Close, but in the grounds of Church House. Subsequent to the meeting, the owners of Church House have advised that, they were not consulted, prior to this work taking place, and although the owners had no objection to the work, they are concerned about the lack of consultation.**