



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

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## **MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING HELD VIRTUALLY USING MICROSOFT TEAMS ON THURSDAY 4<sup>th</sup> March 2021**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) regulations 2020 (“the Regulations”) came into force on 4<sup>th</sup> April 2020. The Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021.

**PRESENT:** Cllrs Kipp (Vice Chairman), Hare, Henly, Hunt, Lawson (via telephone conference) & Trembling.

**IN ATTENDANCE:** Mrs L Underwood (Deputy Clerk) & 2 members of the public.

*The meeting opened at 7.30pm*

### **218. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs. J Esdaile & Kay.

### **219. DECLARATIONS OF INTEREST & CHANGES TO REGISTER OF INTERESTS**

There were no declarations of interest.

There were no changes to Register of Interests.

### **220. ADJOURNMENT FOR PUBLIC SPEAKING**

The Chairman of the meeting welcomed a resident speaking about agenda item 5 – planning application DC/20/2497- Lane Top, Nutbourne Road, Pulborough.

**Meeting adjourned: 7.31pm**

**Meeting reconvened: 7.44pm**

The Chairman thanked the resident for addressing the Committee.

### **221. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meetings held on 4<sup>th</sup> & 18<sup>th</sup> February 2021 as a true and accurate record of the proceedings and the Chairman of the meeting agreed to sign them outside of the virtual meeting.

There was no Clerk’s report.

**222. PLANNING APPLICATIONS**

The Committee, having considered the planning applications, **RESOLVED** that its representations be forwarded to HDC, attached to these Minutes as Appendix 1.

**223. PLANNING APPLICATIONS DECISIONS**

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

**224. DAMAGED BUS SHELTER ON STATION ROAD**

The Deputy Clerk advised Members that the neighbouring property has now cut back the vegetation at the back of the shelter. She also advised that GW Shelter Solutions had been to assess the bus shelter and advised that it would appear that the shelter has been hit on the front edge. The existing shelter is damaged beyond repair, but some parts can be salvaged. The Deputy Clerk advised that if the shelter has been hit then an insurance claim can be submitted and considered and will have a £250.00 excess charge.

The volunteer representative at WSCC has not been able to go to site to assess the shelter and doesn't know when he can.

Members received two quotations from GW Shelter Solutions, one for a replacement of a narrow roof shelter, using salvaged parts, at a total cost of £4431.00 + vat and one for complete removal of the shelter at a total cost of £1450.00 + vat. The Deputy Clerk advised that she was unable to get any other companies to quote due to the companies being too far away and the lockdown restrictions on travel and resources.

Members **RESOLVED** to **AGREE** that the shelter should be replaced and not just removed and that an insurance claim should be submitted.

It was suggested that the same width shelter should be installed and not a narrow roof shelter. After some discussion and a vote, the majority of Members **RESOLVED** to **APPROVE** the quotation of £4431.00 + vat for a narrow roof shelter as per the quotation.

**225. CORRESPONDENCE****HDC**

- Notification of details of a schools project that is being run at selected schools, including St. Mary's Primary, Pulborough. Copied to Committee.
- Notice of compliance cases – EN/21/0042 – The Oaks Stane St, Codmore Hill – Alleged use of former stable as holiday accommodation. EN/21/0057 – 1 The Moat, Pulborough – Without permission, construction of outbuilding to front of property to be used as residential accommodation. EN/21/0059 – Whitelands, Blackgate Lane, Pulborough – Alleged stationing of two mobile homes.

**WSCC**

- News release – 'New fire training centre and fire station approved by planners at Highwood Mill, near Horsham'.
- News release – 'On course to complete more than £19million worth of road and footway improvements by April'. Copied to Committee.
- News release – 'Helping hoodies top 1250 orders to support The Fire Fighters Charity'.
- Highways, Transport & Planning – Feb update. Copied to Committee.
- News release – 'Coming to a screen near you...season two of West Sussex Unwrapped' – archival features premiering on 16.02.21. More info at <https://westsussexrecordofficeblog.com/west-sussex-unwrapped-21/>.

**SDNPA**

- Parking Supplementary Planning Document Consultation – opportunity to comment on amended draft. *In correspondence previously, not commented on.*
- Camping & Glamping Technical Advice Note Consultation – opportunity to comment on draft. If comments wish to be sent, link can be forwarded – to be submitted by 16.03.21.

**Sussex Don't Lose Your Way Group**

Confirmation that the Parish Council's submitted routes have been added to the map and database for research.

**SSALC**

Notification of a document regarding a Public Realm Campaign from Sussex Heritage Trust. The document can be forwarded if required.

**Residents**

- Correspondence regarding hi vis vests and 20 mph speed limit. Copied to Committee.
- Correspondence regarding the footpath in the Brookfields development. Copied to Committee.
- Correspondence regarding a resident (also P&S Committee member) wanting to set up a Conservation Area Advisory Committee (CAAC) and the possibility of working with HDC's Planning Department and being consulted on relevant planning applications. *Cllr. Hunt explained that HDC are keen to set up a CAAC and Cllr Hunt (as a resident) is drafting the constitution for HDC approval. The CAAC would act as a consultee on planning applications in the conservation area and listing building applications, much the same way as the Parish Council does. If formed, the CAAC would advise the Parish Council of their comments ahead of the P&S meetings that are discussing the same conservation & listed building planning applications. They will also look at providing public activities on conservation topics.*
- Advice that an appeal has been submitted for DC/20/0636 - Land at Junction of Hill Farm Lane and Stane Street, Hill Farm Lane, Codmore Hill

**Newsletters**

West Sussex Rail Users Association – February.

**226. PAYMENTS**

The following payments were approved and would be signed by two signatories outside of the virtual meeting:

Lakers Builders Merchant	219.79
JNR Computer Services	2182.08
JNR Computer Services	1440.00
West Sussex Mediation Service	200.00
Burgess & Randall Ltd	65.95
National Westminster Bank	24.05
WSCC	8585.26

***The meeting closed at 8.35pm***

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on  
Thursday 4<sup>th</sup> March 2021**

**DC/20/2497– Lane Top, Nutbourne Road, Pulborough**

Construction of 2 No. additional settled gypsy accommodation site pitches. **(AMENDED PLANS)** Objection, for the following reasons:

- **Over-development:** The national policy for traveller sites states, in paragraph 25, that “local planning authorities should ensure sites in rural areas respect the scale of, and do not dominate, the nearest settled community and avoid placing undue pressure on local infrastructure.” This application proposes an increase of 2 pitches from the 2 existing pitches to a total of 4 in addition to the permanent residence on the site, which will significantly increase the resident families on the site.

This site is encircled by 7 surrounding properties, so it will dominant those 7 properties.

Referring to the National Policy statement about “avoiding placing undue pressure on local infrastructure”, Members noted that the provision for parking, provision for additional touring caravans and for, what often accompanies G&T applications, provision for amenities, such as a day room, cannot be seen in the application. This is a concern to Members.

It is also noted that this site sits outside the boundary for permitted residential development.

- **Nature of the site:** The development and proposed additional pitches would be on top of the highest point in Nutbourne, therefore over-looking the 7 surrounding properties.
- **Dangerous access onto Nutbourne Road:** members noted that a Highways Safety Report has been commissioned by local residents. The key conclusions are the visibility splays in both directions are very restricted and present “unacceptable highway safety risks.” Furthermore, the land required to achieve “adequate visibility splay of 2.4 x 45 metres is outside the control of the applicant.” Therefore, the additional volume of vehicle activity from the increased occupancy of pitches and transitory caravans will add significant danger to an already hazardous entry point on to Nutbourne road.

It is noted that the applicants have commissioned a traffic report following advice to do so from West Sussex County Council (WSCC). It is also noted that WSCC has requested a speed survey from the applicants which has not been forthcoming. Further, it is noted that the local residents’ transport consultant, Bellamy Roberts, states that the desk research carried out by the applicants consultants, Motion, resulted in the visibility splays being measured from the wrong point and, in particular, that the visibility splay to the west is inaccurate. We understand two other transport consultants, NJA Planning and Barton Wilmore, concur with Bellamy Roberts opinion on the Motion report.

Finally, it is noted that Bellamy Roberts main report was based on a site visit and that a speed survey was conducted.

- **Water Main and Sewerage:** Another concern is the water main running through the centre of the site with hardcore having been applied over the top of it, without permission, in 2015. A Southern Water map shows that one of the proposed pitches sits over the pipes. Six metre clearance is required on either side, and this has not been considered by the applicant. There is also no provision for sewerage. Members noted that the applicant states that sewerage is the responsibility for the pitch holders when they arrive and Members believe this is not adequate.

- **HDC Call for Sites:** this was conducted between Sept-Oct 2020 and additional sites came forward and were identified at locations in North Heath (8), Littleworth (5), West Chiltington (10), Parsons Field (3) & Thakeham (5) offering a total number of potential 31 additional pitches plus a 10 acre site at Five Oaks. The HDC Gypsy & Traveller Allocation Plan DPD 2017 states “the process has identified 68 pitches for use” and the requirement up to 2032 is for 78 pitches, meaning HDC needs 10 additional pitches by 2032.

The existing 2017 allocation provides for 53 pitches, the Call for Sites in 2019 offered 34 pitches, the Call for Sites in 2020 offered 31 pitches as detailed above, which totals 118, resulting in an excess above the 2032 requirement of 40 pitches, excluding the 10 acre site at Five Oaks. There is therefore adequate coverage of Gypsy and Traveller sites already and in the pipeline to cover the 2032 requirement.