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**MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING
HELD ON THURSDAY 2ND JULY 2015
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

PRESENT: Cllrs Tilbrook (Chairman), J Wallace, Esdaile, Kipp, Lawson,
Quested, Henly, Mortimer & Wilson

IN ATTENDANCE: Lisa Underwood (Assistant Clerk) and 5 members of the public.

The meeting opened at 7.30pm

19. APOLOGIES FOR ABSENCE

There were no apologies for absence.

20. DECLARATIONS OF INTEREST

There were no declarations of interest.

21. MINUTES

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 4th June 2015 and 18th June 2015.

Item 4 - Adjournment for Public Speaking

The Assistant Clerk wrote to Network Rail on 23rd June 2015, as yet no reply has been received. The HDC Development (South) meeting is on 21st July 2015, but no agendas have been sent as yet, so it is unknown if planning application DC/15/1025-Land to the West & North of Railway Cottages will be on that agenda. Cllr. Tilbrook will be advised accordingly.

Item 7 - Traffic in Rectory Lane

Whilst chasing the request to arrange a meeting with Chris Stark, the new Area Highway Manager, regarding the Lower St scheme the Assistant Clerk has been advised, by Cali Sparks, the following:

- Lower St is on a list of schemes being reviewed, as there are 100's of schemes across the County, priorities need to be considered, if all the schemes were to be delivered it would take in excess of 20 years!
- The review is being lead by John O'Brien, Cabinet Member of Highways, County Councillor of East Grinstead.
- County Cllr. Pat Arculus is meeting with Chris Stark on 1st July 2015 to discuss the Pulborough schemes.
- There are no specifics, processes or timescales of the review, but will be communicated at some point.

Cllr. Tilbrook advised that County Cllr. Arculus will try and arrange a meeting for Chris Stark and Cllr. Tilbrook.

The Assistant Clerk has asked Mr Pegler if he can obtain resident's feedback on their suggestions, such as a 20mph limit or speed humps in Rectory Lane.

Item 8 - Highway Issues

Pothole issues have been sent to the Parish Office by some Councillors, which have been forwarded onto District Cllr. Clarke. No other highway issues have been sent into the Parish Office.

The Clerk advised that no other villages have had sections of roads de-classified. The Clerk had spoken to Midhurst Town Council who had advised that they had lobbied Sat Nav companies to amend their databases to deter HGV's using a particularly narrow stretch of road through the town, which had resulted in damage to buildings. Unfortunately, this would not be possible on A29 as this is a designated HGV route.

The Assistant Clerk has chased for an update on clearing the drain in the lay-by at Swan Corner from the new Highways Officer for Pulborough, but as yet no reply has been received.

Item 10 - Pulborough Services

Please note that Cllr. Wilson was omitted from the list, who agreed to report on Doctor Services.

22. ADJOURNMENT FOR PUBLIC SPEAKING

The Chairman welcomed Mrs Lorraine Dale and invited her to speak regarding agenda items no 5 & 6, planning application DC/15/1084 - Land North of Highfield, Stane St, Codmore Hill.

Meeting adjourned: 7.36pm

Meeting reconvened: 7.40pm

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

23. LAND NORTH OF HIGHFIELD, STANE ST, CODMORE HILL

The Chairman welcomed CALA Homes & Quentin Andrews of OSP Architecture and invited them to address the Council regarding planning application DC/15/1084 - Land North of Highfield, Stane St, Codmore Hill. (See Appendix 2).

Meeting adjourned: 7.42pm

Meeting reconvened: 8.03pm

The Chairman thanked CALA Homes & OSP Architecture for taking the time to address the Council with their presentation.

The Chairman then proposed to adjourn the meeting to allow some resident questions.

Meeting adjourned: 8.05pm

Meeting reconvened: 8.15pm

Resident concerns & queries were noted as follows:

- Water runoff causing increased flooding. CALA Homes advised that there would be no more run off than there is now.

- Drainage capacity. CALA Homes will put a call into WSCC regarding the blocked drains in Stane St Close.
- Not enough infrastructure to cope with increased population.
- Loss of privacy.
- Concerns about access to the site.
- Loss of wildlife.
- It was noted that the car parking has changed to more blocked parking on the north bound corridor, taking away the green passage way. CALA Homes advised that this had been done for the convenience of the people that would be living there.
- The changes to this application have a big impact on Stane St Close, the changes to the boundary, which had a curved appearance with garages, now has a more linear appearance with houses, looking straight into the windows of Stane St Close residents.
- Previously the green corridor through Stane St Close served 10 properties, will now only serve 2.
- Why focus on views to the west, where no-one lives?
- Will the cycle route on top of the bank have a safety fence? CALA Homes advised that they are not going to design something that isn't safe.

The Chairman then reconvened the meeting to allow Councillors to raise any concerns and ask any questions, which were noted as follows:

- Any increase in population is undesirable, more vehicles cannot be sustained. CALA Homes advised that WSCC didn't object.

The Assistant Clerk advised that HDC's planning have been contacted to ask why, on the original outline permission, DC/11/0952, the decision was taken to reduce the number of dwelling from 114 to 103 units, and now this application is being put in for 119. HDC are still to reply. CALA Homes advised that they would also look into this matter and try to provide the Parish Office with an answer.

- Schooling is a worry; there is no capacity for extra children.
- Water run-off increasing flooding. CALA Homes were given photos of flooding in the area, from a resident, which has got worse since neighbouring developments have been in place. CALA Homes will pass the photos to their Engineer and get him to respond and summarise what he will do to improve the situation, and this will be sent to the Parish Office. Their Engineer will also meet with Cllr. Tilbrook so that Cllr. Tilbrook can show him the problems that Pulborough has with drainage and sewerage.
- It was questioned why the increase in housing from 103 to 119 units. CALA Homes advised it has to do with owner expectations and with a more efficient layout, they feel it is a good middle ground.
- The air quality report says on the conclusion page 'To follow'. CALA Homes will forward this to the Parish Office upon receipt of the conclusion.
- On pg 15 of the Design & Access statement on the eastern side from north to south, there is a pedestrian/cycle way, which doesn't show access to Stane St, it just states 'potential link to food store'. On the original application this pedestrian/cycle path did link to Stane St. It is crucial that this pedestrian/cycle path stays in place. CALA Homes advised it is part of the scheme, the Design & Access Statement just shows the design considerations. Later in the process, on the application drawing, it does show the pedestrian/cycle path linking to Stane St.
- It was noted that CALA Homes advised that the S106 monies were likely to go up, due to the increase in housing units.

- If this application didn't get approved would CALA Homes go back to the original plan? CALA Homes advised they would then take the appeal route.
- It was felt that it would be more beneficial to have more 3 or 4 bedroom houses, rather than the 5 bedroom houses.
- Is there a plan to install solar energy panels? CALA Homes said there was not. They have a more fabric 1st approach, for e.g. thicker walls, which saves more energy than solar panels. Another energy saving solution is to re-orientate the houses so that the sun comes through windows.
- How are CALA Homes going to protect/conserves or enhance the characteristics of the landscape and biodiversity of the District? CALA Homes advised that the value to enhance this is within the boundaries-hedges produce berries, which encourages birds around the boundaries.
- The houses on the south east corner of Stane St Close are not on CALA Homes' map. CALA Homes advised that their maps were drawn up in accordance with Ordnance Survey information. CALA Homes will look into that.
- When Oddstones was being developed there was a condition that the gas mains were deepened so that construction traffic could go over them. However this was not done and so construction traffic went down Stane St Close. This should not happen for this development, construction traffic should go to the southern access. Are gas mains deep enough to take on construction traffic?
- The main sewer north of Highfield is not wide enough in diameter to take on the new development, as there are problems with this drain now. CALA Homes need to engage in conversation with Southern Water. There is merit for considering capture and re-use of grey water.
- On the west side there is no access to the footpaths on the countryside.

24. **PLANNING APPLICATIONS**

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

To note discharge of conditions 4, 7, 11, 12, 14, 16, 19, 23, 24, 25, 26 and 27 on DC/11/0952 - Land North of Highfield. Cllr. Quedstedt commented that this agenda item should have read 'To note **application** of discharge of conditions....', making it clearer that the discharge of conditions application is waiting HDC's approval.

To note discharge of conditions 2, 3 and 4 on DC/14/0683 - Land North of Highfield. Cllr. Quedstedt commented that this agenda item should have read 'To note **application** of discharge of conditions....', making it clearer that the discharge of conditions application is waiting HDC's approval.

25. **PLANNING APPLICATIONS DECISIONS**

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

26. **BROWNFIELD SITES**

Cllr. Tilbrook would like the Full Council to discuss the formation of a Community Land Trust, which is a way of offering affordable housing in our community. The Assistant Clerk was instructed to add this to the next available Full Council agenda. Cllr. Tilbrook would also like the approval of the P&S Committee for him to go and speak to agricultural landowners to ask if they would consider affordable housing to be built on land that is no longer useful, i.e. no crops can be grown on the land because of the presence of buildings. The Committee AGREED to this suggestion, after this was discussed at the Full Council meeting.

27. BUS SHELTER OUTSIDE SAINSBURY'S

Cllr. Henly advised that there is no bus shelter at the bus-stop alongside of Sainsbury's, which is a concern for elderly residents. After some discussion, members instructed the Assistant Clerk to write to Sainsbury's asking if they would consider funding one. Cllr. Kipp did point out that Sainsbury's are currently reducing staff numbers.

28. COMPASS TRAVEL BUS SUBSIDY PROPOSALS

Cllr. Tilbrook advised that WSCC have to go through the tendering process, even though Stage Coach are not interested in participating. Network Rail didn't talk to Compass when they changed the train timetable. This matter is no further forward and if Pulborough Parish Council do put in a subsidy, West Chiltington Parish Council will not. Cllr. Tilbrook is still to speak with WSCC about this and Cllr. J Wallace is due to see Compass Travel.

29. SOUTH DOWNS PARK NATIONAL AUTHORITY (SDNPA)

Members received a ballot paper for the appointment of Parish Members (2015) for the SDNPA and could, as a Parish Council, vote if required. Members declined to vote.

30. WINTER SNOW CLEARANCE

Members received an offer of services, via WSCC, for snow clearance in our area from Alan Barratt Farms, which is funded by WSCC. Members agreed this was a good idea to take up, and Cllr. Lawson requested that Nutbourne Road and Stream Lane be included in the scheme. Cllr. Tilbrook requested that if any other Councillors wished to nominate a road then they should advise the Assistant Clerk via email, after which time the Assistant Clerk will complete the necessary paperwork.

Resolved: The Assistant Clerk will accept the offer and complete any necessary paperwork, upon receipt of nominated roads from Councillors.

31. CORRESPONDENCE

P&S Committee Standing Orders

To note updated P&S Standing Orders as agreed at the Annual Meeting of the Council on 21st May 2015. Copied to Committee.

HDC

Email from Chris Lyons regarding an update on Development Management. Copied to Committee.

South Downs National Park Authority (SDNPA)

Notification of Agenda and meeting papers for 9th July 2015. Link is <http://www.southdowns.gov.uk/meeting/9-july-2015/>. Speakers must notify of intention by Monday 12 noon on 6th July 2015.

Arun Valley Steering Group

Notification of next meeting on Wed 22nd July at 2.00pm. Copy minutes and information in connection with the Pulborough Neighbourhood Plan regarding the "crash black spot on the A29 and at its junction with the A283".

Sussex Community Rail Partnership

Summer newsletter.

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

- **Bartram House Maintenance (CE)**
- **Barclays Car Park (CE)**
- **Electricity Charges at the Sports Pavilion (R&OS) (JW)**
- **Community Land Trusts (Full Council) (AT)**

The Assistant Clerk advised that in future an agenda item called 'Items to be Publicised on Social Media' will added to each agenda. Members were asked if they had any items to include for this and Cllr. Tilbrook requested the progress of the Neighbourhood Plan be highlighted, advising the consultation period is still in force. The Assistant Clerk will add to Facebook & Twitter accordingly.

33. PAYMENTS

The following payments were approved and cheques were signed.

Pulborough Social Centre	1444.00
Viking	177.22
Beechdown Arboriculture Ltd	290.00
Ricoh UK Ltd	256.04
EDF Energy Customers PLC	249.84
HDC	504.00
HDC	504.00

The meeting closed at 9.42pm

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on
Thursday, 2nd July 2015**

PLANNING APPLICATIONS

DC/15/1084 - Land North of Highfield, Stane St, Codmore Hill

Erection of 97 dwellings with associated infrastructure and open space. **No objection, subject to the following matters being addressed: (For full discussion details, please see the Planning & Services minutes, dated 2nd July 2015, minute no 20).**

- **Confirmation that there is inclusion of a north to south pedestrian/cycle path which has access to the footway on the A29. This is crucial to this development.**
- **Consider the suggestion that the bungalows are moved to the northern boundary.**
- **3 or 4 bedroom houses would be more beneficial than the 5 bedroom houses.**
- **Increased water run-off needs to be considered.**
- **The main sewer north of Highfield is not wide enough in diameter, this needs to be addressed.**
- **Consider capture and re-use of grey water.**
- **Are gas mains deep enough to take on construction traffic?**
- **Construction traffic should not access the site via Stane St Close.**
- **Is this development environmentally sustainable?**
- **Why was the decision taken on the original outline permission, DC/11/0952 to reduce the number of dwelling from 114 to 103 units, and now this application is being put in for 119? Please advise the Parish Office.**
- **Check the accuracy of the maps reflecting the houses in Stane St Close.**
- **Provide the conclusion of the air quality report.**

SDNP/15/02175/HOUS - Underacre, Coombelands Lane, Pulborough

Extensions and alterations comprising single storey extension to west elevation, single storey extension to east elevation and construction of first floor extension above existing ground floor to east elevation. **No objection.**

DC/15/1106 - Millstone Cottage, Old Mill Place, Pulborough

Erection of detached dwelling with ancillary double garage. **No objection.**

DC/15/1252 - Cherry Trees, Tudor Close, Pulborough

Proposed single storey extension to replace existing conservatory and extension to first floor roof terrace. **No objection.**

DC/15/1181 - New Place Manor, London Road, Pulborough

Erection of triple garaging building, comprising of two bays as open car-port and one bay as secure garage. (Affects the setting of a Listed Building). **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/15/0897 - Moons Farmhouse Gay Street Lane North Heath (Amendment)

Erection of a three bay single-storey garage with loft space and a single-storey stable block comprising 3 stables, hay store and tack room (Full Planning) **No comments required, application withdrawn.**