

PULBOROUGH PARISH COUNCIL

Working together for a better future



PULBOROUGH PARISH COUNCIL
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MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING HELD ON THURSDAY 8th DECEMBER 2016 AT PULBOROUGH SPORTS AND SOCIAL CLUB

PRESENT: Cllrs Tilbrook (Chairman), C Esdaile, J Esdaile, Henly, Kay, Kipp, Lawson, Queded (arrived at 7.34pm) and Wallace

IN ATTENDANCE: Mrs L Underwood (Assistant Clerk)
0 Members of the Public

The meeting opened at 7.30pm

116. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Mortimer.

117. DECLARATIONS OF INTEREST & CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest or changes to Register of Interests.

118. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meetings held on 3rd and 24th November 2016 and that the Chairman duly sign them.

Clerk's Report

Nothing to report.

119. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

120. PLANNING APPLICATIONS

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

121. PLANNING APPLICATIONS DECISIONS

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

122. SOUTHDOWNS NATIONAL PARK AUTHORITY (SDNPA) – LOCAL LIST REVIEW

Members received and noted the above consultation. Members would like the same comments sent that were sent to HDC's similar consultation, regarding submission of CAD drawings as mandatory for developments of 5+ houses and also to ask what the SDNPA are doing for their statutory obligations for gypsy and traveller sites. The Assistant Clerk will reply accordingly.

Resolved: Reply to SDNPA as stated above.

123. HDC - THE STATEMENT OF MODIFICATIONS CONSULTATION ON THE CIL DRAFT CHARGING SCHEDULE

Members received and noted the above consultation and had no further comments to make.

124. BUS USER SURVEY ON PROPOSED CHANGES TO A NUMBER OF WEST SUSSEX ROUTES

Members received and noted the above survey and instructed the Assistant Clerk to ask for further clarification on service 100. Members also received an email from Thakeham Parish Council asking if Pulborough Parish Council could join forces and object to these proposed changes collectively. Committee Members advised that they would not object as the changes won't affect Pulborough greatly and, if anything, they are an improvement. The Assistant Clerk will obtain further clarification on service 100 and advise Thakeham PC accordingly.

Resolved: Obtain clarification on Service 100 and reply to Thakeham PC.

125. HORSHAM DISTRICT WELLBEING 'DIRECTORY OF OLDER PERSONS SERVICES'

The Assistant Clerk advised that the request for a nominal charge of £20.00 to remain listed in this directory was sent in error and it has been confirmed that there will be no charge. The Assistant Clerk will check the details listed and update if necessary.

126. WAR MEMORIAL AT CHURCH PLACE, PULBOROUGH

Members received a request from St Mary's Church for Pulborough Parish Council to help with the funding for the war memorial repairs. After some discussion, Members **AGREED** to offer a nominal sum of £100.00 towards the repairs and suggest that the church can apply for funding for war memorials from the British Legion and Historic England grants. The Assistant Clerk will reply accordingly.

Resolved: Offer £100.00 towards the costs and advise of grants available.

127. BINS & DOG WASTE BINS

- 127.1** Following discussions at the P&S meeting on 03.11.16, Members received comparable costs of bins and dog waste bins and a list of the existing bins in Pulborough, after being asked to consider if any additional bins are needed. It was noted that a litter bin costs £153.23 compared to £334.60 for a dog waste bin. After some discussion, Members instructed the Assistant Clerk to highlight that dog waste can be placed in normal rubbish bins on social media and Cllrs. Tilbrook, C Esdaile & Kay will meet and review if additional bins are needed, with input from Cllr. Clarke and report back at the February P&S meeting.

127.2 Members received a request from the Neighbourhood Wardens to have the noticeboard, on the bus stop opposite Sainsbury's, replaced with a bin as a lot of rubbish is being pushed behind the noticeboard. Members thought this was a good idea and **AGREED** to this. The Assistant Clerk advised that this noticeboard has not been used for at least 3 years, but a replacement noticeboard in this area should be considered. Members instructed the Assistant Clerk to enquire with Sainsbury's if the Parish Council's notices could be displayed within Sainsbury's. The Assistant Clerk will order a litter bin for the bus stop and enquire with Sainsbury's and report back.

128. TRAFFIC CALMING - BROOMERS HILL LANE

Cllr. Quested reported that Broomers Hill Lane is used as a cut through with high speeding traffic and at the right turn by The White Horse the speed is de-restricted. Cllr. Quested met with the Area Highways Manager and has received approval to install gateways at either end of the lane in the hope of slowing traffic down.

Agreement would need to be obtained from one landowner as the proposed installation of one gateway would be on the landowners ground. Cllr. Wallace advised that he knew the landowner in question and would speak to him about this.

It was also noted that Cllr. Quested has been in touch with a volunteer group who could install the gateways free of charge. Members agreed that this would be a good idea and the Assistant Clerk was instructed to obtain costs for 4 crossbar gates with vertical 'Broomers Hill – Please Drive Carefully' signs and report back at the next available meeting.

129. RECTORY LANE - CONDITION OF AND CONSIDERATION OF REQUESTING CLOSURE

Cllr. C Esdaile spoke about the traffic issues in Rectory Lane and advised that he carried out a survey which indicated that a high level of vehicles were using Rectory Lane as a short cut, often at high speeds. With increased traffic flow from school related vehicles this is causing even greater problems, making the area very dangerous. After considering alternative solutions, Cllr. C Esdaile feels the only solution would be to close Rectory Lane at the junction with Lower St.

Cllr. Tilbrook advised that, during the meeting with the Area Highways Manager, WSCC are aiming to get proposals to help the situation in Lower St, but they are also aware that this may have an impact on Rectory Lane. Cllr. Tilbrook suggested that Cllr. C Esdaile's comments be sent to the Area Highways Manager for their preparation of the Lower St plans, due in Q1 2017 (hopefully, with work to be carried out in Q4 2017/Q12018). The Assistant Clerk will contact the Area Highways Manager accordingly. Cllr. Lawson suggested that it would be good timing if any plans for consultation are ready for the Annual Parish Meeting.

130. CONDITION OF PAVEMENTS ON A29, LONDON ROAD

Cllr. Quested advised that representations from families who live to the north of Sopers Hill have been made stating that it is difficult to walk along the pavement from the traffic lights before the bridge on London Road down to the hairdressers, due to vegetation spreading across the pavement, which makes it narrow. Cllr. Quested has spoken to the Area Highways Manager regarding this issue and at the recent CCLC meeting, but still nothing has been actioned. Cllr. Quested would like to propose that the Parish Council obtain costs to have the work carried out ourselves and publicise this fact, but also advise WSCC of the Parish

Council's intention. Members **AGREED** to this and instructed the Assistant Clerk to obtain quotations accordingly and report back at the February meeting.

131. HIGHWAYS MATTERS

131.1 Cllr. Tilbrook reported on his and Cllr. Kipp's meeting with the Area Highways Manager, where several things were highlighted, such as:

- Potholes – Rectory Lane & Church Place, mentioning the inadequacy of the work carried out.
- Traffic along Church Hill.
- Lower St pavement conditions.
- Traffic alongside the school.

Cllr. Kipp also reported that a resident has been having issues with people parking across his property entrance on Lower St and despite being in contact with Nick Herbert and Pat Arculus nothing has been done to help resolve the issues. Cllr. Tilbrook advised that double yellow lines would not be placed there because it is illegal for people to park across driveways anyway, so it is felt there is no need for them. The resident should also contact the 101 service when people have blocked their driveway. The Neighbourhood Wardens have advised that they can only have a polite word with drivers blocking the entrance. Enforcement Officers are not there to prevent this. Members suggested that a 'Keep Clear' sign could be marked on the road outside the driveway. The Assistant Clerk will request this when contacting the Area Highways Manager regarding the Lower St plans. Cllr. Wallace also suggested that the resident could put out plastic cones in the area.

131.2 Cllrs. Kipp & Henly have carried out a survey since July on the type and amount of vehicles going through Swan Corner and Lower St in order to provide evidence to request a width and weight restriction along Church Hill and Lower St. This was also mentioned at the meeting with the Area Highways Manager. Cllr. Wallace advised that WSCC are aware that the roads are not suitable for these vehicles as it was mentioned in a report for Ransoms. Cllr. Tilbrook asked if Cllr. Wallace could look this report up. Cllr. Quested stated that work on Swan Corner was due to take place in Jan 2017, and hopefully the work will incorporate some provisions for these traffic issues.

The Assistant Clerk was instructed to send these survey results to WSCC to inform them of the issues that Pulborough faces in the hope that they can put forward a traffic scheme to address these issues with vehicle movements.

Cllr. Kay will look at contacting the media about this matter and will speak to Cllr. Mortimer for a contact.

132. CORRESPONDENCE

The Committee received correspondence as per lists previously circulated and detailed below.

SSALC

Invitation to take research questionnaire into Health and Wellbeing in Towns and Parishes Survey. Previously sent to Committee on 23.11.16.

West Sussex Joint Minerals Local Plan

Update letter. Copied to Committee.

HDC

- E-mail correspondence regarding DC/16/2190 - National Westminster Bank Plc Station Road Pulborough. Copied to Committee.

- Winter Wellness Newsletter.

Nutbourne Residents Association (NRA)

- E-mail advising a fibre broadband cabinet has been placed in position in Nutbourne Rd, installation delays have occurred due to blockages found underground. Open Reach plan to remove the blockages manually after obtaining permission.
- Email notification that NRA have enquired with WSCC about introducing 20mph roundels painted on the road at or close to the existing 20mph signs. Any thoughts and comments welcome.

Residents

- E-mail correspondence regarding planning application DC/16/1798 - Lakers Building and Fencing Supplies Ltd Station Approach Industrial Estate Station Road Pulborough. Copied to Committee.
- Email regarding two Plane Trees on London Rd, outside Harwoods and concern that these trees will be removed as part of Harwood's forthcoming plans. Harwoods have confirmed that all trees that are on this site were planted before 1965 and are covered by Tree Protection Orders. The resident has been advised accordingly.

Chichester Local Plan

- Notification that representations can be made for the Site Allocation Proposed Submission 2014 - 2029 Development Plan document from 1st Dec 2016 - 26th Jan 2017.
- Notification that representations can be made for the Joint Draft Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning document from 10th Nov 2016 - 22 Dec 2016.

WSCC

- Email reply from the Area Highways Manager regarding the road access to Ransoms, Station Rd, Pulborough. Copied to Committee.
- Adult Social Care Newsletter Nov 2016.

Southern Water

- Autumn newsletter.
- Notification of an interim report published, which sets out how Southern Water are performing at the halfway point of the 2016/17 financial year and a new 'Discover Water' website, which is hoped to encourage customers to talk to their local companies and influence decisions.

Post Office

Notification that Pulborough Post Office will open on Wednesday 4 January 2017 at Elite Garages, 5 London Rd.

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

- Highways (February Meeting) (EK).

134. ITEMS TO BE PUBLICISED ON SOCIAL MEDIA

- Rural car parking changes.

135. PAYMENTS

The following payments were approved and cheques were signed:-

£

The Society of Local Council Clerks	177.00
Mrs A Lawson	39.99
Sovereign Design Play Systems Ltd	10816.90
Burgess & Randall Ltd	55.60
PCC St Mary Pulborough	6.00
Adept Heating & Mechanical Services Ltd	84.00
Mrs H Knight	35.73
Mr P Clarke	14.67
Auditing Solutions Ltd	504.00
Royal British Legion - The Poppy Appeal	50.00
Community Minibus Association	500.00
PDCCA	1500.00
P.C.C of Pulborough	1000.00
Victim Support	150.00
Volunteer Visiting Scheme	150.00
P&DCCA Wednesday Club	250.00
Pulborough Bowling Club	250.00
West Sussex Mediation Service	150.00
Pulborough Lunch Club	500.00
Outset Youth Action	350.00
The Mary How Trust	356.40
Home-Start Chams	500.00
Pulborough Football Club	350.00
Pulborough Brooks Baptist Church	400.00
Pulborough Cricket Club	350.00
Horsham District Council	508.00

The meeting closed at 9.21pm

.....Chairman

.....Date

Appendix 1**Recommendations of the Planning & Services Committee meeting held on
Thursday, 8th December 2016****PLANNING APPLICATIONS****DISC/16/0284 - Millstone Cottage Old Mill Place Pulborough**

Approval of details reserved by conditions 9, 13, 14 and 15 on DC/15/1106. **No objection.**

DC/16/2624 - Westminster House Station Road Pulborough

Convert the existing 1 x 3-bedroom flat on the second and third floor of Westminster House into 3 x dwellings (2 x 1-bedroom on the second floor and 1 x 2-bedroom on the third floor). **Objection. Members commented that there was inadequate parking provision for the number of flats proposed, which would also impinge on local traders. Members requested that this application be put to District Committee.**

DC/16/2229 - Two Trees Stane Street North Heath

Demolition of existing dwelling and construction of four bedroom replacement dwelling. **No objection.**

DC/16/2648 - 1 Stall House Lane North Heath Pulborough

Erection of a front porch, demolition of existing conservatory and erection of a single storey rear extension. **No objection.**

DC/16/1646 - The Banyan Tree 19 Swan Corner Pulborough (Amended)

First floor rear extension with side extension to provide additional function room with ancillary staff accommodation and additional car parking space. **Objection. Whilst Members support the additional function room with ancillary staff accommodation, parking is restricted in this area, especially with the number of developments proposed in this vicinity. Members, again, feel this is overdevelopment with 3 storeys and would like it contained to 2 storeys. Members requested that this application be put to District Committee.**

SDNP/16/05457/LIS & SDNP/16/05453/HOUS - Coldharbour Cottage, Stopham Rd, Pulborough

Relocation of a garden shed, demolition of existing elm lap garage and erection of a new timber frame garage, and creation of a small access track of permeable road stone utilising the existing hard standing areas (Listed Building Consent & Householder Application). **No objection.**

Trees**DC/16/2690 - Hawthorn House, 29 Masons Way, Pulborough**

Surgery x3 Poplar Trees. **No objection.**