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**MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING
HELD ON THURSDAY 10th DECEMBER 2015
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

PRESENT: Cllrs Tilbrook (Chairman), Esdaile, Kipp, Qusted, Henly & J Wallace.

IN ATTENDANCE: Lisa Underwood (Assistant Clerk) and 0 members of the public.

The meeting opened at 7.30pm

107. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs. Lawson & Mortimer.

108. DECLARATIONS OF INTEREST

Cllr. J Wallace declared a personal but non pecuniary interest in agenda item 12, 'Lights in Carpenters Meadow' as he is a resident in that area.

Cllr Tilbrook declared a personal but non pecuniary interest in agenda item 13, 'Futurewave', as the project is led by a family member.

109. MINUTES

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 5th and 26th November 2015.

Clerk's report on items raised at the meeting of 5th November 2015

Members Present

Apologies to Cllrs Lawson & J Wallace who were incorrectly omitted from the list of attendees. The minutes for signing have been amended accordingly.

Item 91 - Clerk's Report- Empty/Derelict Buildings

The Assistant Clerk enquired as to whether there is an expiry date on planning application DC/13/0970 on 11th November 2015, and chased a response on 8th December 2015, but as yet no reply has been received.

Additional Updates from the Meeting held on 2nd July 2015

Item 23 - Land North of Highfield

Applications have now been submitted to discharge all of the conditions attached to planning applications DC/11/0952 & DC/14/0683.

110. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

111. PLANNING APPLICATIONS

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

112. PLANNING APPLICATIONS DECISIONS

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

113. STREET NAMING & NUMBERING - DEVELOPMENT AT STANE STREET, CODMORE HILL

The Assistant Clerk contacted Martin Dale requesting feedback and suggestions for the names of the two new roads in the new development. Martin Dale declined to suggest anything as he is against the development, but thanked the Committee for thinking of him. Members discussed the suggested names, but felt that the names should have some local history behind them. Cllr. Henly has spoken to Jean Seagrim, whose father was the local Vicar for many years and it was suggested that his name be one of the names used, which was 'Sinclair', so maybe Sinclair Place. Jean Seagrim has given her approval of this suggestion to Cllr. Henly. Cllr. Quested also mentioned that the 'Corden' family had been in Pulborough for a long time, so maybe Corden Close/Drive. Cllr. Esdaile offered to contact Dennis Corden to ask if this was agreeable to the Corden family and he will let the Parish Office know. Members AGREED to these suggestions and instructed the Assistant Clerk to contact HDC with these suggestions, upon receipt of the approval from the Corden family.

Resolved: The Assistant Clerk to contact HDC with these suggestions, upon receipt of the approval from the Corden family.

114. CAR PARKING AT THE MEDICAL CENTRE AND TESCO'S

Members received the response from Alan Bolt regarding the parking arrangement between the Medical Centre and Tesco's. He advised that the arrangement was made in 2005 and whilst a nominal figure of 10 years was set, such is the nature of the mutual benefit between the Medical Centre and Tesco, this arrangement would be extended for as long as the two co-existed. Alan Bolt suggested that this might be the correct time for the Parish Council to confirm the arrangement without a renewal date. Members instructed the Assistant Clerk to contact Tesco's Head Office and Pulborough branch saying the Parish Council are pleased with the arrangement, which is a success and it is hoped that this mutually beneficial arrangement can continue.

Resolved: The Assistant Clerk to contact Tesco saying the Parish Council are pleased with the arrangement, which is a success and it is hoped that this mutually beneficial arrangement can continue.

115. HEATING AT THE SPORTS PAVILION

The Assistant Clerk advised that due to the urgency of this item, this matter was added to the P&S agenda, rather than the R&OS agenda in January. If the expenditure is approved by this Committee, the R&OS Committee and Full Council will be notified accordingly. Members received a quotation for a new pump of £895.00 + vat from Adept Heating & Mechanical Services Ltd. Members AGREED to accept this quotation and instructed the Assistant Clerk to proceed with the order asap.

Resolved: The Assistant Clerk to proceed with the quotation for a new pump at a cost of £895.00 +vat.

116. UPDATE ON THE POST OFFICE

Cllr. Kipp advised she has not heard anything back from Nick Herbert's office, but was going to leave chasing the matter until January. Cllr. Kipp advised that the Post Office have not communicated with the library, who are interested in applying for a Post office to be held there. Cllr. Quested commented that there is a problem with it being run from the library as the premises has to be a commercial basis. Cllr. Tilbrook advised that he has a forthcoming meeting with Nick Herbert and he will bring this matter up with him again.

Members noted that there were other possible sites that maybe considered, but as yet nothing is moving forward. It was commented that David Hurst, of the Community Partnership, is in correspondence with local businesses and the Post Office. Members instructed the Assistant Clerk to ask David Hurst for an up to date report on how things are progressing.

117. SIGNAGE IN THE VILLAGE

The Committee discussed signage in the village and noted that the 'Parking 500 yards' sign on Lower St, opposite Allfreys Wharf is covered in vegetation, so is not visible and needs cleaning aswell. Members instructed the Assistant Clerk to contact WSCC to get this signage cleaned and have the vegetation cut back. It was also commented that the coffee sign at the Elite Garage obscures the visibility up the A29. The Assistant Clerk was instructed to write to Elite Garage asking them to move the coffee sign back a bit.

Cllr. Tilbrook suggested that this matter is regularly reviewed and requested this item to be put back on the January agenda for an update on the two signs mentioned.

118. LIGHTS IN CARPENTERS MEADOW

Cllr. J Wallace advised that some of the lights in Carpenters Meadow were not working. The Assistant Clerk advised that the Clerk has reported this problem via the Saxon Weald website. Cllr. J Wallace also advised that he had spoken to a representative of Saxon Weald who indicated the lights would be repaired within 2 weeks, so hopefully this will be completed soon. Cllr. J Wallace will keep the Committee updated.

119. FUTUREWAVE

Cllr. Tilbrook explained that his son has requested if the Parish Council would endorse the trialling of his software in Pulborough. The software gives information to people of what energy they would like to have and for those people with no gas supply, if enough householders use the software, and say they would like gas, it would give momentum for those people wanting this to get connected. Members AGREED to endorse the trial and instructed the Assistant Clerk to email Cllr. Tilbrook's son confirming this.

Resolved: The Assistant Clerk to confirm that the Parish Council endorse the trialling of the software in the Pulborough area.

120. CORRESPONDENCE

Horsham District Council (HDC)

Confirmation that Community Asset Application CS15/12 - The Rising Sun, The Street, Nutbourne has been accepted and the land will be added to the list of assets of community value.

Update regarding Ransoms, Swan Corner. Copied to Committee.

Resident

Email from resident notifying of his request to HDC that a TPO is attached to the Magnolia Grandiflora in front of the old Lloyds Bank building in Pulborough. Copied to Committee.

BT

Letter from BT regarding their fibre broadband network. Copied to Committee.

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

- **Problem with retirement bungalow in the Spinney (JW)**
- **Subsidence of road in Stane St Close (EH)**
- **Services (AT)** – Cllr. Tilbrook reminded all Councillors to provide an up to date report on the services they were given responsibility for at the meeting on 4th June 2015, item 10. Cllr. Tilbrook will report on electricity. As Cllr. Wilson is no longer a council member, Cllr. Tilbrook asked if Cllr. J Esdaile would look at doctor services, as she has expressed an interest to join this Committee in January. Cllr. C Esdaile will ask her. The Assistant Clerk asked that if any of the reports are written, could they be sent to her ahead of the January meeting, as it makes the minute taking much easier.
- **Coombelands Lane resurfacing (AT)**

122. ITEMS TO BE PUBLICISED ON SOCIAL MEDIA

- **None**

123. PAYMENTS

The following payments were approved and cheques were signed.

British Legion	100.00
Community Minibus Ass	500.00
Pulborough & District Community Care Ass	1450.00
St. Mary's Church	1000.00
Victim Support Sussex	150.00
Volunteer Visiting Scheme	175.00
Pulborough Pythons	250.00
Pulborough Fairtrade Group	70.00
Wednesday Group	250.00
Pulborough Bowling Club	400.00
Mediation Services	150.00
Pulborough Lunch Club	400.00
Age UK	500.00
Outset Youth Action	350.00
Mary How Trust	300.00
Homestart Crawley, Horsham & Mid Sussex	500.00
Pulborough Short Mat Bowls	50.00
Pulborough URC	150.00
Wesley's Window Cleaning	144.00
Fire Risk UK Ltd	249.57
Came & Company	295.88
Horsham District Council	107.00
F Bushby	9.40
PCC St Mary Pulborough	6.00
Pulborough Social Centre	94.25

Andrew Gale Tree Surgery Ltd	576.00
Butler Fuels	401.31
East Web Ltd	576.00
West Sussex County Council	6363.90
SSALC Ltd	320.00
Burgess & Randall Ltd	55.00
Viking	117.27
L Underwood	6.11
Horsham District Council	504.00

The meeting closed at 9.15pm

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on
Thursday, 10th December 2015**

PLANNING APPLICATIONS

DC/15/2571 - Timber Cottage Nutbourne Lane Nutbourne Pulborough

Proposed single-storey front and side extension including loft conversion and front facing dormer windows. **No objection.**

DC/15/2592 - Anchorage Bungalow Coombelands Lane Pulborough

Erection of a single storey side extension, conservatory and replacement double garage. **No objection.**

DC/15/2632 & 2633 (Listed Building Consent) - Moons Farm Gay Street Lane North Heath Pulborough

Conversion of barn to domestic use for existing cottage (Householder). **No objection.**

DC/14/2694 – Burgess and Randall Ltd, Station Rd, Pulborough (This application had to be included on this evening's agenda at the last minute as there are only 14 days to provide comments and the application came in at 12.10pm on 10.12.15).

Demolition of existing shop, workshop and store in favour of shop, workshop and store with 3 no 1 bedroom self-contained flats within new roof void (amendment). **No objection.**

Trees:

DC/15/2469 - 2 Temple Mews Lower Street Pulborough

Fell 1 x Fir Tree (Works to Trees in a Conservation Area). **No objection.**

DC/15/2717 – Swift Cottage, Barn House Lane, Pulborough

Surgery to 1 Beech Tree and 1 Weeping Willow Tree (Work to Trees in a Conservation Area). **No objection.**