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**MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING
HELD ON THURSDAY 4TH SEPTEMBER 2014
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

PRESENT: Cllrs A Tilbrook (Chairman), Queded, Clarke, Kipp, Lawson, Mortimer and J & E Wallace.

IN ATTENDANCE: Lisa Underwood (Assistant Clerk) and 3 members of the public.

The meeting opened at 7.30pm

59. APOLOGIES FOR ABSENCE

No apologies for absence were received.

60. DECLARATIONS OF INTEREST

There were no declarations of interest.

61. MINUTES

The Council **RESOLVED** to agree and approve the Minutes of the Meetings held on 7th August 2014.

Clerk's Report

Item 44 – Clerk's Report – Tractors (Speed & Hay) on Lower Street

Mark Newham, Highways Officer at HDC has been out to inspect the height of the bushes and trees along the A283, Lower Street, and reported that they were not at a height that would cause the hay bales to be dislodged. He advised that he had seen hay bales causing a mess along West Chiltington Road, and has been advised that barrels have fallen from tractors and just left there, but suggested this is a Police matter, and if seen it should be reported, along with the name of the Farm, if visible. Mark also advised that they will ask their contractor to look at clearing all the gulleys of hay, along Lower St.

Item 46 – Planning Applications – DC/13/0683 & DC/13/0764 – Bartram House, Station Road, Pulborough

Following the Committee's comments requesting a site visit, from WSCC Highways, to look at access issues, Cllr. Tilbrook subsequently confirmed that he met with Richard Wells (WSCC) on site to highlight the pavement issues. Cllr. Tilbrook has suggested that it would be good to meet with HDC Planning, WSCC Highways and the developers so that everyone knows all the concerns.

The amended plans, not previously received, are due into the Parish Office shortly. These amended applications will then be considered for comment at the short P & S meeting before the Full Council meeting on 18th September. HDC have confirmed that comments from this meeting will be in time for the South Development Committee meeting in October 2014.

Item 49 – Former Bus Shelter/Store adjacent to 127 Lower Street, Pulborough
HDC advised that planning permission was not required to demolish a structure/building as long as it was not a listed building, in a conservation area, or joined to a dwelling. Prior approval might be needed, from Environmental Health, for the method of demolition, which would take into account asbestos etc.

The Assistant Clerk wrote to Saxon Weald, as requested, they noted Pulborough Parish Council's objection to the proposed demolition and they also advised the following:

- The reason for wanting to demolish it is because, as a social housing company their finite resources have to be concentrated on providing or improving their housing stock. The former bus shelter, being redundant to their specific needs, needs to be disposed of in order to avoid unnecessary expenditure on maintenance etc.
- They would seek to transfer their freehold interest.
- They will consider all arrangements 'vis a vis the terms of any transaction'. Ultimately they wish to try and ensure that they do not incur any (or few) costs in any transfer of their interest.
- If it is not purchased, they are undecided what to do, however, if the structure ever constituted a hazard they may have to consider barriers to prevent public access or demolition.

This information came in after the P & S agenda had been issued, so will be on the next agenda, on 2nd October 2014, for further discussion by the Committee.

Item 50 - Public Consultation On Draft Fire & Rescue Service Proposals 2015-16
Draft Proposal To Reduce The Number Of Fire Appliances At Petworth & Storrington Fire Stations

The Assistant Clerk responded to the public consultation with the Committee's comments. Subsequently, the Parish Office has had correspondence from a resident, expressing his concerns over the proposed changes (copied to Committee under additional correspondence, in Councillor's packs). Following this correspondence West Chiltonton Parish Council have asked if Pulborough Parish Council can raise this matter again at the next available meeting. *Would the Committee like this matter to be added to a future agenda?* (Public consultation ended on 15th August 2014).

The Committee requested this to be put on to the Full Council agenda in September. The Assistant Clerk was instructed to action this.

Item 51 – CAD Drawings

As requested recommendations to receive CAD drawings, and timescales on reserved matters were sent to Hilary Copplestone at HDC, copying in HALC, on 14th August 2014. As yet no reply has been received.

Item 55 – Public Toilets

The Assistant Clerk obtained the following information regarding the Billingshurst public toilets; the building is owned by HDC, and leased to the Parish Council for £1.00/annum for 20 years. It is a repairing lease so Billingshurst are saving to refurbish the toilets. The sanitary ware was provided by HDC, second hand from Blackhorse Way toilets in Horsham. The annual costs are £8500 for cleaning, repairs, water supply and business rates. A local shop keeper opens them in the morning and Billingshurst's contract cleaner locks them up after cleaning in the evening.

The Assistant Clerk is yet to contact South Downs National Park regarding funding.

Item 56 – Correspondence – Resident Notification

Re Holly Tree Cottage, The Street, Nutbourne, HDC have confirmed that no breach of planning control has been identified as the development, which has taken place, does not require planning permission. The single storey rear extension complies with Part 1 Class A of the General Permitted Development Order 2008, and as amended 2013. No further action can be taken at the present time, under the Council's planning powers.

Item 56 – Correspondence – WSCC

Rob Aylott advised that 'The Moat' is HDC's responsibility for maintenance, but the site is under the care of English Heritage. The Assistant Clerk will now contact HDC with the tree issues in this area.

Additional Updates

The Assistant Clerk will not be available during w/c 15th September 2014, as the Neighbourhood Plan survey will need to be analysed. This may delay actions being carried out from this meeting.

62. ADJOURNMENT FOR PUBLIC SPEAKING

The Chairman welcomed Mr Stephen Osborne and invited him to speak regarding agenda item no 8, Nutbourne Residents Association (Naming of Track).

Meeting adjourned: 7.44pm

Meeting reconvened: 7.48pm

63. PLANNING APPLICATIONS

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

64. PLANNING APPLICATIONS DECISIONS

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

Members noted that DC/14/0683 – Land North of Highfield, Stane Street, application for approval of reserved matters has been permitted. Members are very concerned that this has been permitted despite the issues raised by Pulborough Parish Council, including the problems with sewerage and drainage. Members would like an explanation from HDC Planning, and would like to know if the issues that are highlighted to HDC are taken into account when permitting applications. The Assistant Clerk was instructed to write to HDC to obtain an explanation, copying in Cllrs. Donnelly & Paterson. Members would also like to see the report from Southern Water regarding the sewerage & drainage issues. The Assistant Clerk was requested to obtain this from Southern Water.

65. DC/11/0952 & DC/14/0683 – LAND NORTH OF HIGHFIELD, STANE STREET

Neame Sutton Ltd and Hanbury Properties Ltd were invited to this meeting, but they did not attend, so no discussion took place.

66. NUTBOURNE RESIDENTS ASSOCIATION (NRA) (NAMING OF TRACK)

Members received a letter from NRA regarding the naming of the track. Members AGREED to respond to the letter reiterating Cllr. Quested's email of 26th July 2014 to the Chairman of the NRA, advising that Pulborough Parish Council previously only sought the possibility of leasing the track. Also to confirm that the track is an official footpath, number 2432 and that Pulborough Parish Council endorse HDC's suggestion that the 'Carpe Diem Way' sign should be taken down, as previously minuted.

67. STRAW BALES

Cllr. Tilbrook advised of a recent incident where a straw/hay bale caught fire, along Lower Street, after coming into contact with an electric cable. It was thought that there were three contributing factors; the bales were stacked too high, the bales were not covered and the electric cable was hanging too low. After some discussion the Assistant Clerk was instructed to write to Alan Barrett, the contract Farmer at Link Farm, to clarify what steps are being taken to avoid this happening again and to contact UK Power Network to ask what the regulations are regarding the height of the electric cables in light of this recent incident, and to ask if all cables adhere to this height regulation.

Cllr. Tilbrook also suggestion that the Emergency Plan needs to revised to include this type of incident. Cllr. Tilbrook will draft an amendment to be discussed at the next available Full Council meeting.

68. FUN FAIR

Members received a request to hold a Fun Fair on Cousins Way Recreation Ground in October. After some discussion it was AGREED that permission will not be granted due to the ground conditions at this time of year, and because of the forthcoming installation of the trim trail. The Assistant Clerk was instructed to advise Mr Shayler accordingly.

Resolved: The Assistant Clerk will advise Mr Shayler that permission is not granted.

69. CORRESPONDENCE

Horsham District Council (HDC)

- a) Notification from HDC advising that the HDC's Planning Framework has been submitted to the Planning Inspectorate for an independent examination. Copied to Committee.
- b) Notification of investigation into alleged unauthorised extension at Holly Tree Cottage, The Street, Nutbourne.
- c) Confirmation of tree works to be carried out at 1 Temple Mews in Pulborough.

West Sussex County Council (WSCC) & South Downs National Park Authority (SDNPA)

Email correspondence from WSCC & SDNPA regarding West Sussex Minerals Local Plan. Copied to Committee.

SDNPA

Invitation to attend workshops. Copied to Committee.

UK Power Networks

Stakeholder Engagement Letter August 2014.

Resident Letter

Comments regarding Fire & Rescue Consultation. Copied to Committee.

Heine Planning Consultancy

Letter of complaint regarding Planning Appeal Hearing for Parsons Field Stables, Pickhurst Lane. *(Members to receive comments from Cllr. Tilbrook and agree action)*. Copied to Committee.

Cllr. Tilbrook gave a review of the situation, as recorded in previous minutes. After some discussion members AGREED that Cllr. Tilbrook will write retracting his comments and unreservedly apologise for any offence caused. In addition Cllrs Tilbrook & Quedsted will attend the next hearing on 24th September 2014, where Cllr. Tilbrook will make a public withdrawal of his comments.

In order to obtain an accurate record of the situation members also AGREED to obtain from the Police, via the Freedom of Information Act, a record of incidents recorded at Parsons Field Stables and at the neighbouring property, from the beginning of 2005 to the present date. The Assistant Clerk was instructed to obtain this information.

Members felt that the conduct of Officers who have dealt with this case and the lack of preparation is cause for concern. A letter, drafted by Cllrs. Clarke & Quedsted, highlighting all concerns will be sent to Tom Crowley, copying in the District Councillors. The Assistant Clerk was instructed to send the letter.

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

- **Signage near the railway bridge (Cllr. E Wallace)**

71. PAYMENTS

The following payments were approved and cheques were signed.

PAYEE	AMOUNT/£
Horsham District Council	291.46
Garden Machinery Direct	365.99
L Ellis	5.00
Burgess & Randall Ltd	250.66
Broker Network Ltd	2249.47
Pulborough Social Centre	80.80
ABA (Construction) Ltd	154.50
F Bushby	27.40
Advanced Roofing Services Ltd	6120.00
PKF Littlejohn LLP	480.00
Horsham Matters Ltd	323.22
Brierley Groundworks Services Ltd	15924.00
Action in rural Sussex	50.00
R Keatley	77.83
Newcall Telecom Ltd	19.04
Arun Mowers	521.24
Ricoh UK Ltd	133.14
Pulborough Social Centre	36.00
Office First	34.07
Kent County Council	327.05
Natwest	20.82
HDC	495.00
BT	73.13
BT	73.94

The meeting closed at 9.30pm

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on
Thursday, 4th September 2014**

PLANNING APPLICATIONS

DC/14/1559- Atmyres Farm The Street Nutbourne Pulborough

To carefully dismantle an existing root bound stone rubble wall at the front of the driveway to Atmyres Farm, Nutbourne. Reconstruct the wall and relocate vehicular entrance using the original stone. All stone and pointing to replicate the oldest parts of the original coursing, height and appearance (Full Planning). **No objection.**

DC/14/1601 - 127 Lower Street Pulborough

Structural repairs including roof and wall bracing, re-opening of sealed windows, other window replacements, demolition of existing lean-to garage and conservatory, other works of restoration (Listed Building Consent). **No objection.**

DC/14/1643 & DC/14/1641 – Snape Farm, Blackgate Lane, Pulborough

Proposed loft conversion and adjoining 2 storey extension to section of existing property (Listed Building Consent), along with DC/14/1641, application for a non-material amendment, following a grant of planning permission. **No objection.**

SDNP/14/03780 – Pythingdean Manor Cottage, Coombelands Lane, Pulborough

Conversion of stables to habitable accommodation, garden room extension and pitched roof to replace flat roof. **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.**

Trees

DC/14/1675 - 51 Oddstones, Codmore Hill

Surgery to 1 x Oak tree (Tree Preservation Order). **No objection, but the Committee request Will Jones to do a site visit, and minimise the work to the tree.**

DC/14/1764 – Glebe Barn, Old Rectory Lane, Pulborough

Surgery to 4 x Beech Trees (Preservation Order). **No objection.**