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**MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING
HELD ON THURSDAY 5th MARCH 2015
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

PRESENT: Cllrs Tilbrook (Chairman), Clarke, Kipp, Lawson, Quested, E Wallace, J Wallace and Esdaile.

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

The meeting opened at 7.30pm

158. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr. Mortimer.

159. DECLARATIONS OF INTEREST

There were no declarations of interest.

160. MINUTES

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held 5th February 2015 and 19th February 2015.

Clerk's Report from the meeting on 5th February 2015

Item 142 - Development Adjacent to Pulborough Railway Station

The Assistant Clerk contacted Willowmead Ltd to ask for their contact at Network Rail, to invite them to a Planning & Services (P&S) meeting, to discuss the parking issues for the station. Having spoken to Willowmead Ltd, they have suggested that rather than starting a separate dialogue with Network Rail, Willowmead Ltd will invite them along when they do their next presentation, hopefully at the April 2015 P&S meeting.

Item 144 - Emergency Planning

Cllr. Tilbrook advised the Assistant Clerk that he will arrange a meeting with Cllr. Gill to review the Emergency Plan, using the hard copy plan in the Parish Office.

Item 147 - Adult Social Care

The Parish Office contacted Peter Catchpole at WSCC requesting him to contact the Clerk to start a dialogue with Parish Councils regarding care provision. Peter Catchpole advised that a response will be sent shortly.

Clerk's Report from the meeting on 19th February 2015

Item 157- Planning Applications - DC/15/0119 - Harwoods Garage, London Rd, Pulborough

A letter was sent to Harwoods, from Cllr. Tilbrook, regarding the fencing being unsightly and out of keeping with the area. Harwoods have responded stating that they intend to colour the fence in a sympathetic stain and perhaps also undertake some planting to the more exposed areas, which, if done, would be carried out next year. **Members instructed the Assistant Clerk to thank Harwoods for their response, but to clarify if any planting is to be carried out, which side of the fence would it be.**

Clerk's Report from the meeting on 2nd October 2014

Item 78 – Clerk's Report - Compass Travel Bus Subsidy Proposals

Cllr. Tilbrook was going to arrange a meeting between West Chiltington Parish Council (WCPC), Storrington & Sullington Parish Council (S&SPC) regarding this matter, however when Cllr. Tilbrook was away at the end of 2014, members suggested waiting for the results of the Neighbourhood Plan survey and review again. Now that the Stage 1 reports are available, do the Committee wish to review this item again and add it to the next P&S agenda? **Members instructed the Assistant Clerk to add this to the P&S agenda on 2nd April 2015.**

161. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

162. PLANNING APPLICATIONS

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

163. PLANNING APPLICATIONS DECISIONS

Members received details of planning decisions and enforcements since the last meeting. Cllr. Quested requested that Pulborough Parish Council's comments to HDC be included in the decision summary, and instructed the Assistant Clerk to action for future.

164. ADOPT A STREET

The Chairman welcomed Karen Grisley from Horsham District Council (HDC) and invited her to address the Council regarding a new scheme called 'Adopt a Street'.

Meeting adjourned: 7.35pm

Meeting reconvened: 7.59pm

The Chairman thanked Karen for taking the time to address the Council with her presentation.

Members noted the information from Karen's presentation, which explained that the 'Adopt a Street' is a new scheme supporting local volunteers to help keep their local area clean and tidy. HDC supply all the relevant equipment needed. Volunteer details are kept on a password protected database and will have regular contact with the co-ordinator.

Karen requested Pulborough Parish Council's (PPC) help in obtaining volunteers for this area. Members suggested that this could be bought up at the Annual Parish Meeting, as well as an article in the next PPC newsletter, on the PPC website and on the PPC Facebook page. The article should include Karen's email and work mobile, along with the HDC link to the application form. The Assistant Clerk was instructed to facilitate accordingly.

165. PARKING AT ST. MARY'S SCHOOL

Cllr. Tilbrook reported that he attended a meeting with the Head Teacher regarding the parking issues around the school. Mrs Heath once again thanked the Council for allowing the use of the S&SC club car park, but this is not really used. There continues to be problems, and Mrs Heath advised that previously when a PCSO was outside the school and cars were illegally parked, parents commented that they were just dropping their children off. The only suggestion to this problem is that when the Parish Office receive complaints about this issue, residents are advised to contact 101, or report and photograph the vehicles on the 'Operation Crackdown' website. The Clerk and Assistant Clerk were instructed to advise residents accordingly.

The issue of the road surface outside the school was also noted and it was commented that just filling in the potholes was not good enough, as the same potholes appear again in a short amount of time.

166. TRAFFIC ISSUES IN PULBOROUGH

Members noted that the above agenda item is very much linked to this issue of New Place Road, Link Lane and Rectory Lane being used as a cut through, which makes it unsafe and causes road damage outside the school. Members suggested that a permanent 20 mile limit could be put in place, but who would enforce that? Another suggestion was to block the bottom of Rectory Lane off, but with maybe a key gate for emergency services. It was commented that this would be a concern when parents are dropping and collecting from school, where would they turn their vehicles and would this make the matter more problematic? These issues need to be addressed with Highways, when they are looking at the traffic plans alongside the Lower Street regeneration project. Cllr. Tilbrook will arrange a meeting with Highways, as a matter of urgency, and will invite other Councillors to attend as well.

Cllr. Quested advised that he and Cllr. Ellis attended a CLC meeting where it was noted that 3 main issues in Pulborough are on the 'IP' list; the main bridge over the A29, near Highfield, Lower St and Swan Corner. Cllr. Quested and Ellis insisted that Swan Corner should be the number 1 priority, which WSCC will take into account. Cllr. Quested advised that WSCC don't necessarily do major works in priority order, it is dependent on what equipment and manpower they have available at the time.

167. SEWERAGE & DRAINAGE

The Committee received a reply from Southern Water, which has not given the Parish Council the data that was asked for. Cllr. Tilbrook will write back to Southern Water asking for the same information again and provide proof that other parties have received the information required. The Assistant Clerk advised that WSCC have not sent any information regarding drainage complaints in Pulborough. The Assistant Clerk will continue to chase this.

Cllr. Tilbrook commented that the Authorities don't keep the Parishes informed with data that is important in decision making. It was suggested that Nick Herbert be included in correspondence as Parish Councils don't have the power to insist on the information supplied.

Cllr. Tilbrook advised that he was not aware of any current issues, but Cllr. Kipp commented that Southern Water are doing some work at the crest of the hill by The Mews, but is unsure what.

168. USE OF FIELD AS OVERSPILL CARPARK AT ARUN GARAGES

Cllr. Clarke advised that the field adjacent to Arun Garages was being used as a car park and there is concern that if continuous use is allowed, it could have a change of use from agricultural land to a car park. The Assistant Clerk was initially instructed to contact HDC Enforcement to enquire why cars are being parked there, but after some discussion it was AGREED that Arun Garages should be contacted first.

169. CORRESPONDENCE

Horsham District Council (HDC)

Notification of planning appeal against refusal of planning consent for DC/13/0764. Copied to Committee. *Please note -Written representation only. Pulborough Parish Council's comments have already been given. If the Committee would like to add anything, a specific agenda item can be added to the short P&S meeting on 19th March 2015. Would the Committee like this to be added? **This item will be added to the P&S meeting on 19th March 2015.***

Mono Consultants Ltd

Copy email of notification of proposed upgrade of existing radio base station, installation at land off Coombelands Lane. Copied to Committee.

Resident Correspondence

Resident's objections to the proposed development by Willowmead Ltd. Copied to Committee.

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

- Potholes in Pulborough (ALL)
- Onto R&OS agenda – Public footpaths to be used safely at all times (AT)
- Onto R&OS agenda – Permissive footpaths (AT)
- Onto short P&S agenda - Notification of planning appeal against refusal of planning consent for DC/13/0764, Bartram House. (All)
- Onto short P&S agenda - Highfield development. (All)

171. PAYMENTS

The following payments were approved and cheques were signed.

PAYEE	AMOUNT/£
L Ellis	5.00
Pulborough Social Centre	64.50
Southern Water	573.65
Southern Water	44.12
Southern Water	26.57
Burgess & Randall Ltd	55.45
Blackdot Systems Ltd	2279.90
BT Telecommunications Ltd	73.04

The meeting closed at 9.10pm

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on
Thursday, 5th March 2015**

PLANNING APPLICATIONS

DC/15/0226 - Oakmere, Gay Street Lane, Pulborough

Construction of a single storey side extension. **No objection.**

DC/15/0176 - Wildbrook Mews, Barn House Lane, Pulborough

Rooms in roof with rear dormer and front and rear roof lights, and conversion of garage to habitable room. *This is a new application, but previously discussed at the meeting on 4th December 2014, (previous comments copied to Committee), this application includes a reduction of the dormer width. Resident objection copied to Committee.* **Objection. Members are concerned at the loss of garaging when there is no street parking in the vicinity.**

Members also support the neighbour's objection regarding loss of privacy as a result of the easterly facing dormer window.