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**MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING
HELD ON THURSDAY 6th MARCH 2014
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

PRESENT: Cllrs Tilbrook (Chairman), Clarke, Kipp, Lawson, Qusted, Walsh,
and J Wallace.

IN ATTENDANCE: Andy Hepworth, Ron Russell, and Christie Price of Hepworth
Brewery, and Lisa Underwood (Assistant Clerk)

The meeting opened at 7.30pm

136. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Dale & E Wallace.

137. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

138. HEPWORTH BREWERY PLANNING APPLICATION

The Chairman welcomed Andy Hepworth, Ron Russell and Christie Price from Hepworth Brewery who were to make a presentation regarding the application for a brewery.

Meeting adjourned: 7.31pm

Meeting reconvened: 8.02pm

The Chairman thanked Andy Hepworth for the information provided and the following noted in discussion.

The amended plans, recently received, were for the landscaping around the building.

Members queried the position of the building and Mr Hepworth confirmed there would be a building at the back, which would be the brewery, and a front building, which would be the offices and Visitor Centre. The front building will be set back from the road, which alleviates previous concerns about the building being too close to the road. Fencing will be placed around the rear of the buildings, and from the road, hedging and the Visitor Centre will be visible. The front building will be green and partially wood clad.

Following Mr Hepworth's presentation, members felt happier with their concerns, previously raised, of traffic and road access, as not many vehicles, as first thought, will be accessing the site. The side track currently being used for equine, students and haymaking vehicles will remain and not be developed.

Mr Hepworth advised that the plans were going to the Planning Development Control (South) Committee on 18th March 2014. The Chairman will attend this meeting, and speak in favour of this proposal. The Committee have no objections, but concerns about safety still remain regarding the speed of traffic along the A29, which will be reported to the Planning Department at Horsham District Council, when we reply with our comments. The Assistant Clerk was advised to register Cllr. Tilbrook to speak at the Planning Development Control (South) Committee on 18th March 2014.

139. MINUTES

The Council **RESOLVED** to agree and approve the Minutes of the Meetings held on 6th February 2014.

Cllr. Clarke commented as to the validity of the use of the Data Protection Act by the Pulborough Medical Group and Horsham District Council Social Services and instructed the Assistant Clerk to write to the Commissioner Office to challenge this.

Clerk's Report

Item 121- Pulborough Post Box Installations

Paul Woolterton has received the comments from the Committee from the 6th February meeting, for which Paul thanked us for the feedback. He advised that he needs to establish some further information with their local unit, and he will contact us again in due course.

Item 122- Burial Of Ashes At St. Mary's Church, Pulborough

The Assistant Clerk thanked the Parochial Church Council (PCC) for their invitation to join the PCC, to help decide about the burial of ashes, and declined to nominate a Representative, but wished to be informed about their decision. In the meantime the PCC have sent a copy of their meeting notes, held on 18th February, which have been copied to the Committee, under Correspondence.

Item 125- Car Park Steps

The Assistant Clerk detailed all the correspondence to Tony Appleby, Building Maintenance & Projects Manager, copying in Stuart Slater. Following the email, Stuart called on 20 February 2014, to advise he will liaise with their Lining Contractor, who has products that would wear better than paint. He has given a timescale of 2 weeks, weather permitting. This item has been diaried to chase up.

Item 129- Lawful Development Questionnaire, Stane Farm Bungalow, Ref DC/13/2074

The completed questionnaire was sent to HDC. The Lawful Development Certificate was permitted on 19th February 2014 (as stated in Correspondence). The Clerk would like it noted that the application has been amended to reflect the fact that the plans submitted, in support, include a single storey extension to The Bungalow. However, further investigations have revealed that this was built between March and June 2013, and therefore is not eligible for inclusion in the application. The Clerk will contact HDC to enquire as to what will happen regarding the single storey extension.

Item 123 – Sewerage & Drainage, Signage For Swan Corner

As instructed, The Assistant Clerk wrote to HDC on 12th February 2014, asking if they could put up warning signs to warn pedestrians of the potentially polluted water, but as yet no reply has been received. This item will be diarised to chase up.

Item 127-Sussex 4 X 4 Response

Having made enquiries regarding this matter, Graham Page contacted the Parish Office, and advised that they work through County Councils, rather than Parish Councils. He also advised that individuals, with 4 x 4 vehicles, could individually volunteer to help, however they will not be covered for insurance purposes, under the 4 x 4 umbrella policy.

Item 120-Planning Application Decisions- Parsons Field, Ref DC/13/0577

The Clerk has advised the Chairman and Vice Chairman, that whilst the application to remove the condition, requiring vacating of the site, by April 2013, has been approved, a further condition was placed stating that the site must be returned to its original state by 19th November 2015. However, the condition restricting residency to the applicant, her partner and child remains.

140. PUBLIC SPEAKING

There were no members of the public who had given notice of their wish to speak on agenda items.

141. PLANNING APPLICATIONS

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

142. PLANNING APPLICATIONS DECISIONS

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

143. WORK TO TREE, OBSCURING LONG TERM PARKING SIGN IN LOWER STREET

Cllr. Quedstedt advised that this matter had originally been raised by Robin Duke, however it looks like work has been done as the sign is visible at the moment. Cllr. Quedstedt will confirm if Robin is happy with the work. It was noted that Traders had suggested the sign be moved to the opposite side of the road.

144. SEWERAGE & DRAINAGE

Cllr. Tilbrook commented that the only immediate concern at present is the metal cover outside Bell Close, which is subsiding. This has been reported to Highways, but issues are taking around 28 days to be looked at, but prioritising is in place.

145. S106 HIGHWAYS

Cllr. Quedstedt advised that the funding details the Committee have previously received, shows the money available and it should be possible to identify what projects this has been allocated to for Highways, and where and what we have left to spend.

146. BUS SHELTERS

Members discussed the quotation from Wesley Hills, but would like another 2 quotations. The Assistant Clerk was instructed to obtain 2 additional quotations and report back at the next meeting.

147. FOOTPATH ACCESS

It was noted that some footpaths, which have been used for years, but are not 'official', are being deliberately blocked to stop people using them and some landowners are telling people to get off them. An example of this is the access to the Gallops through Stane Street Close.

These 'unofficial' footpaths are not on the definitive map, but can be added to it, but we only have a couple of years left to do this. It was noted that we need to see what paths are on the definitive map, but we need to be aware that if a landowner has made a statutory declaration on an 'unofficial' footpath, we wouldn't be able to add it.

Cllr. Tilbrook would like to suggest that Cllr. Dale and John Denison (who walks a lot of the footpaths, on behalf of WSCC) set up a small group to come up with suggestions regarding this matter.

148. STREET LANTERN ON BARN HOUSE LANE

The quotation for the disconnection of the street lantern from SSE was approved, but the Assistant Clerk was instructed to see if the quotation was still valid as the quotation was dated until 24th February 2014.

Resolved: The Assistant Clerk to accept the current quotation providing it is still valid.

149. SOLAR LIGHTING TO MASONS WAY PLAY AREA

It was AGREED not to get the Lawful Development Certificate for the solar lighting. This matter will now be referred to Finance & Policy Committee to discuss funding.

150. WATERSIDE, 17 LOWER STREET

As Cllr. Dale was not in attendance, this item will be deferred until the next meeting.

151. EMERGENCY PLANNING

It was agreed to defer this matter until the next meeting.

152. ODDSTONES-DEFICIENCIES IN DEVELOPMENT

As Cllr. E. Wallace was not in attendance, this item will be deferred until the next meeting.

153. TRAFFIC SAFETY ON A29

It was noted that checks, to measure the speed along the A29, are in the process of being made, and will be reported on at a later date. It was noted that these checks should be carried out over a proper length of time, for example during a working week.

154. AIR QUALITY

As Cllr. Dale was not in attendance, this item will be deferred until the next meeting.

155. ADDITIONAL BENCH IN LOWER STREET

The request for an additional bench, between the old insurance company and Cubitt & West, was discussed and approved in principal, and funding would be applied for through S106. The Clerk will investigate further and report back to the Committee.

**156. CORRESPONDENCE
SIGN POSTS**

To receive offer, from J K Engineering, to refurbish sign posts at a cost of £70.00 per post.

CHURCH OF ST. MARY – BURIAL OF ASHES

Notes of burial of ashes meeting held on 18th February 2014. (Copied to Committee).

TEMPORARY TRAFFIC REGULATION

Early warning notice for road closure and prohibition of parking on Rivermead, for 1 day from 7.30am, on 2nd May 2014.

BUS SERVICE TENDERS

Notification from County Council of their intention to retender bus services, including service 69, Alford to Worthing (Tues & Thurs) and service 72/73, Ashington – Pulborough (Mon & Fri only).

HDC- CERTIFICATE OF LAWFULNESS

Memorandum from Council Solicitor's Department advising of the decision for the Application of Lawfulness for existing use of a single dwelling house, known as Stane Farm Bungalow, for residential purposes, ancillary to the main house at Stane Farm Stables, Stane Farm, Codmore Hill. Decision: A Certificate of Lawfulness should be granted.

NOTIFICATION OF PLANNING APPEAL, DC/13/1929, GALLINA, GAY STREET LANE

This planning application was discussed at the P & S meeting on 7th November 2013, where the Committee advised there was No Objection, but requested that HDC apply a non severance clause of the garage to the existing dwelling.

TEMPORARY TRAFFIC REGULATION

Early warning notice for road closure on A29 London Road Coldwaltham, outside Ingrams Farm, for 5 nights, on 12th May 2014.

HORSHAM DISTRICT BUS PARTNERSHIP

Notes of meeting, held on 6th February 2014. (Copied to Committee).

TRIPS AND FALL HAZARDS

Notification from HDC advising Parish Councils to report potential trip and fall hazards, where the bad weather has caused roads and pavements to break up or lift. *The Assistant Clerk was instructed to send the link to all Committee members.*

ARUN AND ROTHER RIVERS TRUST

Information regarding the future of the River Arun internal drainage district, along with Q & A's from the Environment Agency.

SOUTH DOWNS NATIONAL PARK LOCAL PLAN

- Information about "Have your say on the Local Plan Options Consultation and "Have your say on the Community Infrastructure Levy. Consultations will run for 8 weeks, and the deadline for comments is 23:59 on Wednesday 30 April 2014. *The Assistant Clerk was instructed to add this item to the agenda for 3rd April 2014.*
- Information regarding 3 Local Plan and CIL Consultation workshops, providing more background to the consultation. Local workshop is on 12th March 2014 at Leconfield Hall, Market Square, Petworth.

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

None.

158. PAYMENTS

The following payments were approved and cheques were signed.

PAYEE	AMOUNT/£
S Norman	6.30
Horsham Matters Ltd	2773.43
Travis Perkins	5.76
West Sussex County Council	4651.03
Beechdown Arboriculture Ltd	670.00
Southern Water	43.04
SSALC Ltd	17.00
Eyelevel Design Consultants	366.00
S Norman	6.30
Horsham Matters Ltd	2773.43
Travis Perkins	5.76

The meeting closed at 9.12pm

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on
Thursday 6th March 2014**

DC/13//2321– Toat Cafe, Stane Street, Pulborough

Retention of 2 x canopies used for approved car washing facilities.

No objection, however the Committee would like to raise their previous concerns about the use of chemicals/degreasers used to wash the cars and would like to know if there are specific environmental controls in place.

DC/14/0175 – Timberley House, Tudor Close, Pulborough

New three bay garage building.

No objection.

DC/14/0275 – 1 Waters Edge, Station Road, Pulborough

Proposed modifications to detached garage to raise roof and create first floor, as hobbies room.

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/14/0278/0277- 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, new garage/studio and other works of restoration (Listed Building Consent).

In principal no objection, however members have concerns regarding the parking of the workforce, and question where will they park? Also with regard to the building material, where are these going to be stored and how will they be delivered? These concerns need to be considered.

DC/14/0281 – Berry Grove, Gay Street, Pulborough

Ground and first floor extensions to provide enlarged dining room, hall and master bedroom and new study, cloakroom and en-suite bathroom.

No objection.

**DC/14/0301- Little Brinsbury Farm House Stall House Lane North Heath
Pulborough**

Single storey extension to south elevation for use as farm office/garden room.

No objection.

DC/13/2328- Land South of Nyetimber Wine Stane Street North Heath Pulborough

To relocate brewery from Horsham to Brinsbury College campus with the erection of buildings, the forming of parking and turning areas and security fencing, upgrade of the existing field access, provision of reed bed system for waste water, solar panels on south facing roof and landscaping. (AMENDED).

No objections, but concerns about safety still remain regarding the speed of traffic along the A29 and members request that full consideration of traffic calming/speed reduction measures be taken into account.