



PULBOROUGH PARISH COUNCIL  
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**MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING  
HELD ON THURSDAY 6<sup>th</sup> FEBRUARY 2014  
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

**PRESENT:** Cllrs Tilbrook (Chairman), Dale, Lawson, Queded, Kipp, Walsh,  
E Wallace and J Wallace.

**IN ATTENDANCE:** 2 members of the public, & Lisa Underwood (Assistant Clerk)

*The meeting opened at 7.30pm*

**115. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs Clarke and Mortimer.

**116. DECLARATIONS OF INTEREST**

Cllr. Queded declared a personal interest as a resident of Batts Lane regarding agenda item 7, Pulborough post box installations.

**117. MINUTES**

The Council **RESOLVED** to agree and approve the Minutes of the Meetings held on 28th November, 5th December 2013 and 16th January 2014.

Clerk's Report

Item 90 – DC/13/0577 Parsons Field, Pickhurst Lane

HDC have written to confirm that there has been no breach of conditions, relating to the fence. They have advised that from evidence gathered it is a direct replacement of an existing timber post and rail fence.

Cllr. Wallace queried the replacement of hedges using a mix of conifer and hawthorn. Cllr. Wallace will chase Mr Robert Houston regarding this matter.

Item 84 – Planning Applications (DC/13/0683, 0764 & 0765 Bartram House)

The Clerk wrote to HDC asking if the Parish Council were being invited to comment on further amended plans as they have been re-listed as 'Minor Dwelling'. HDC confirmed that there aren't any amended plans - they had to be re-advertised as the applicant needed to serve notice on the County Council as the application included land owned by WSCC.

Item 71 – Grit Bins

A request has been received from a resident asking for a grit bin to be installed in the vicinity of Moat Lane.

Cllr. Lawson reminded the Assistant Clerk that a grit bin needs to be considered, at review, in Nutbourne Lane.

### Additional Item Update re Pulborough Emergency Planning-Vulnerable People

Cllr. Tilbrook wrote to various organisations requesting details of those residents, in the Pulborough Parish, who are receiving regular visits from carers, in order to improve the Parish Emergency Plan. The Volunteer Visiting Scheme have sent a list of details, but the Pulborough Medical Group are unable to due to the Data Protection Act.

Also, The Wednesday Club didn't feel it was appropriate to provide details, without the member's permission, however Cllr. Henly arranged for Cllr. Gill to visit on this matter, where she spoke to everyone as a group, and individually. The Wednesday Club also gave Cllr. Gill some suggestions as to how the Parish Emergency Plan might be implemented with regards to their members.

### Additional Item Update re WSCC Maintenance and Energy of Parish Owned Lights

Following a query from Cllr. Ellis, the Clerk wrote to WSCC querying the discrepancies regarding the inventory of Parish Owned Lights, included within the PFI contract for maintenance and supply. Missing lights were noted at Batts Lane, The Moat and Station Road to Church Place. WSCC have confirmed that all of the Parish lights have been put back into the inventory. WSCC will keep us informed of the situation.

### Additional Item Update re underground tanks at The Ridings

Following a letter from Cllr. Tilbrook, Paul Slingo at Taylor Wimpey, has confirmed that they have no record of underground tanks being discovered and/or removed.

#### **118. PUBLIC SPEAKING**

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

#### **119. PLANNING APPLICATIONS**

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

#### **120. PLANNING APPLICATIONS DECISIONS**

Members received details of planning decisions and enforcements since the last meeting and noted the applications submitted through the South Downs National Park.

Members discussed the granting of the permission for planning application DC/13/0577, Parsons Field, and requested clarification from the Clerk.

#### **121. PULBOROUGH POST BOX INSTALLATIONS**

Members discussed the proposed changes and agreed to the proposals of the West Chiltington Lane post box, but would like to keep the Batts Lane post box where it is, as everyone knows where the current location is and they feel the proposed location of a new one opposite has safety issues. The Clerk was instructed to contact Paul Woolterton to this affect.

**RESOLVED: The Clerk to write to Paul Woolterton with the Committee's decision.**

**122. BURIAL OF ASHES AT ST. MARY'S CHURCH, PULBOROUGH**

Members were sent an invitation to join with the Parochial Church Council. Members decided that the Parish Council did not need to be involved in this matter, but would like to hear the Parochial Church Council's decision. The Clerk was instructed to write a letter to this affect.

**RESOLVED: The Clerk to write to the Parochial Church Council thanking them for the invitation, but decline to nominate a Representative, and request to be informed of their decision.**

**123. SEWERAGE & DRAINAGE**

Cllr. Tilbrook advised of a meeting he had with Southern Water because of the problems outside of Sainsbury's. Investigations were to be carried out to determine where the drainage water was coming from and how high the water rose to in bad weather, however Sainsbury's have not carried out these investigations.

Cllr. Tilbrook confirmed that the sewer blockage at Little Dippers has been fixed.

Cllr. Tilbrook advised that he has raised questions with Southern Water about the floods from the man hole covers on the A29 at Swan Bridge. They confirmed there was dilute matter on the pavement and road. Cllr. Tilbrook asked if they could erect signs to warn motorists and pedestrians when this occurs. Southern Water have advised that they can't but said that the Parish Council could erect signs, if they thought it was a danger or risk to Parishioners. Members discussed this matter and it was AGREED that notices should be put up, however it was queried who would check the situation and put the notices up. Further clarification is required.

Members discussed the problems with the drains around Bell Close, Wren Close Tesco's, Pulborough Medical Centre and Spiro Close. It was suggested that the drains should be isolated in Bell Close & Wren Close and another solution would be to open the stream on Spiro Close, but the collaboration of land owners and businesses would be difficult. It was noted that the services of the Highways is not effective as the pipes are not cleaned in between drains, which causes continuous problems. Cllr. Wallace advised of a website called 'Fix My Street', which may be useful. Cllr. Wallace will forward to link to Cllr. Tilbrook to review.

**124. BUS SHELTERS**

Cllr. Quested raised concerned over the state of the bus shelters in Pulborough. Members discussed the possibility of arranging a Contractor to clean them and instructed the Clerk to obtain 3 quotes and report at the next meeting.

**125. CAR PARK STEPS**

Members noted the ongoing problems in getting the steps painted, and instructed the Clerk to escalate this matter to Building Services.

**126. WAR MEMORIAL RESTORATION**

Members discussed ways in which to raise funds for the war memorial restoration. One idea was to combine forces with raising funds for The White Hart and Corn Stores and it was suggestion to bring back the 'Duck Race'. Cllr. Kipp knows of someone who can give more details of the 'Duck Race' and will speak to them. Cllrs. Quested and Tilbrook will speak to The White Hart, to see if this would be something they would be ok with. Members suggested that the Pulborough Community Partnership (PCP) contribute to an advert for both, The White Hart and Corn Stores, advising that they are back in business. Cllr. Tilbrook will raise all these suggestions at the next PCP meeting.

**127. SUSSEX 4X4 RESPONSE**

It was noted that, as the Clerk was not present, no further information could be given. The Clerk was instructed to provide more information to be given to the Committee at the next opportunity.

**128. SOLAR LIGHTING TO MASONS WAY PLAY AREA**

As the Clerk was not present, Cllr. Tilbrook will place this matter on hold and speak to the Clerk at the next opportunity.

**129. CORRESPONDENCE**

**PICKHURST LANE**

Notification from resident of Pickhurst Lane regarding non-maintenance of ditches and request to contact Landowner.

**WEST SUSSEX MINERALS LOCAL PLAN**

Frequently Asked Questions sheet to provide information regarding the above. (Copied to Committee). *Members noted that this plan was aimed at sand extraction and not fracking, and was of no issue to Pulborough.*

**SWAN BRIDGE (A29)**

Response from West Sussex County Council confirming that they are aware of the cracks in the bridge, which are monitored routinely.

**UK POWER NETWORKS- DECEMBER STORMS ONLINE SURVEY**

Request to complete on-line survey regarding the above.

**PARISH CLERKS FORUM**

Minutes of meeting on 18th December 2013. (Copied to Committee).

**OPERATION WATERSHED**

Briefing notes from West Sussex County Council regarding the above.

**SOUTHERN WATER BUSINESS PLAN FOR 2015 TO 2020**

Confirmation of the publication of the above.

**UK POWER NETWORKS**

Second edition of the quarterly stakeholder engagement newsletter, available via email or in the Parish Office.

**WIGGONHOLT ASSOCIATION**

Correspondence from Peter Flatter advising of the threat of a development proposal. The application is being determined by The Park Planning Authority.

**SOUTH DOWNS NATIONAL PARK AUTHORITY**

- Partnership Management Plan: Shaping the future of your South Downs National Park, available in the Parish Office.
- Agenda for the meeting on 13th February 2014, available via email or in the Parish office.

**HORSHAM DISTRICT COUNCIL**

Copies of Lawful Development Questionnaire, ref DC/13/2074. *(Previously circulated to Committee). Cllr. Tilbrook had circulated his draft and all members agreed with the response and instructed that the completed questionnaire be returned to Horsham District Council.*

**130. AIR QUALITY**

Cllr. Dale raised the issue of air pollution, and members discussed the issues around Lower Street i.e. the through traffic, car-parking and pavement issues. Members AGREED to raise this matter at the next Full Council meeting on 13th February 2014.

**131. SWAN CORNER**

Cllr. Quested advised that work at Swan Corner is top of the agenda, and has been noted and diarized, but will not be done this year.

**132. HIGHWAYS S106**

It was noted that we have up to date figures, which analyse S106 areas of development and what we've got for highways. The Clerk was instructed to put this matter on at the next Planning and Services meeting. The Clerk was also instructed to include details of S106, in relation to what we have for transport and circulate to the Committee.

**133. DUTY TO COOPERATE**

Members discussed the fact that we cannot obtain data regarding how many people have resettled in Pulborough, outside of the area. Cllr. Tilbrook asked members to think of suggestions of how we can get this data, for in the future, and for it to be put into the Neighbourhood Plan, but put on hold for now.

**134. MATTERS RAISED BY COUNCILLORS FOR INCLUSION ON THE NEXT AGENDA.**

- Waterside, 17 Lower Street (Cllr. Dale)

**135. PAYMENTS**

The following payments were approved and cheques were signed .

<b>PAYEE</b>	<b>AMOUNT/£</b>
A Tilbrook	6.50
Nat West	18.29
Burgess & Randall Ltd	53.47

***The meeting closed at 9.00pm.***

.....Chairman

.....Date

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

**DC/14/0101 – Elmore, Gay Street Lane, North Heath**

Two storey rear extension.

**No Objection.**

**DC/14/0113 – 70 Lower Street, Pulborough**

Change of use, back to a dwelling house.

**No Objection.**

**Members requested that, as with application DC/13/2275, this application be referred to Committee rather than be delegated to the officer.**