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**MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING  
HELD ON THURSDAY 4TH JUNE 2015  
AT PULBOROUGH SPORTS AND SOCIAL CLUB**

**PRESENT:** Cllrs Tilbrook (Chairman), J Wallace, Kipp, Lawson, Queded, Henly, Mortimer & Wilson

**IN ATTENDANCE:** Lisa Underwood (Assistant Clerk) and 13 members of the public.

*The meeting opened at 7.30pm*

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Esdaile.

**2. DECLARATIONS OF INTEREST**

Cllr. J Wallace declared a non pecuniary interest in agenda item 9, New Grit Bin at Skeyne Drive.

**3. MINUTES**

The Council **RESOLVED** to agree and approve the Minutes of the Meeting held on 7th May 2015.

Item 197- Clerk's Report - Compass Travel Bus Subsidy Proposals

Cllr. Tilbrook has requested that this item be deferred until July's meeting.

Item 197- Clerk's Report - Correspondence- Resident

Cllr. Tilbrook advised the residents that their application would be discussed under planning applications when the application comes into the Parish Office.

**4. ADJOURNMENT FOR PUBLIC SPEAKING**

The Chairman welcomed Mr Stephen Pegler and invited him to speak regarding agenda item no 7, Traffic in Rectory Lane.

**Meeting adjourned: 7.34pm**

**Meeting reconvened: 7.36pm**

The Chairman thanked Mr Pegler for taking the time to address the Committee.

The Chairman also welcomed Mr Simon Gruber, Nigel Carande of Willowmead Ltd, Andy Leese, Mrs Joanne Haddon & Mr Kevin Howe and invited them to speak regarding agenda item no 5, Planning Applications - DC/15/1025 – Land to the West & North of Railway Cottages, Stopham Rd, Pulborough - Development of the site to provide 24 dwellings and 4 flats with ancillary parking, garaging, and

landscaping, and the construction of a 106 space station car park, all served by new access on to Stopham Road.

**Meeting adjourned: 7.36pm**

**Meeting reconvened: 7.49pm**

The Chairman thanked all the public speakers for taking the time to address the Committee.

Members noted the following points raised:

- Willowmead Ltd advised that the planning application is much the same as was presented at the planning meeting on 2nd April 2015, with maybe a few minor tweaks.
- Resident concerns were noted, and will be forwarded to HDC's planning department, along with concerns from Parish Councillors, as detailed in Appendix 1.
- The drainage and water erosion down the lane, going past Railway Cottages, is the responsibility of Network Rail. Members agreed that this needs to be addressed, regardless of whether the planning application is approved, and instructed the Assistant Clerk to write to Network Rail, with the support of our District Councillors, highlighting this. Also to ask them to consider reducing car parking charges if the new car park is approved, to encourage commuters to use it.

The Chairman then proposed to adjourn the meeting to allow some resident questions.

**Meeting adjourned: 7.50pm**

**Meeting reconvened: 8.14pm**

It was noted that Willowmead Ltd responded to resident questions and concerns as follows:

- Willowmead Ltd agreed that the trees that had been removed and trees that would be removed due to the development should be replaced somewhere else and advised that amendments would be made to the landscaping scheme.
- Willowmead Ltd are working with Drainage Engineers to ensure the surface and foul water drainage are not an issue. They are waiting to see if there are any objections, from WSCC & HDC, to their proposals.
- With regard to the field drainage, Willowmead Ltd are in correspondence with the landowners and will need to work with the landowner to control that run-off, if permission to the planning application is given. This is a legal issue, for the landowner, and needs to be addressed.
- Drains from the car park to the river will be replaced, if needed.
- Willowmead Ltd are legally bound to pay for drainage and highway improvements, so they will want to make sure these are carried out.
- Willowmead Ltd feel that the number of pedestrians walking under the bridge will be less and people will be parking in the new car park, and not along Stopham Rd.

- The lighting levels for the proposed site, have been consulted on by HDC, and Willowmead Ltd have had to compile and satisfy a validation checklist regarding lighting issues. The floodlights in the new car park will be shrouded. Light pollution has been considered in the design of the scheme.
- Traffic pollution for stopping vehicles is a difficult calculation to put forward.
- With regard to liability for flooding, everyone is insured, although this is not the answer, but HDC should have some re-course if they've given planning permission.
- With regard to the possibility of access gates at the north and south end of the lane past Railway Cottages, nothing has been put in writing as yet, but this should be a private agreement with the residents. However, until it is known if the drainage needs to be replaced and if the lane needs re-surfacing, nothing can be finalised.
- Traffic calming issues are being addressed, such as a 30mph limit, bollards and double yellow lines, which are all positives for the development.
- The drawings have been changed to reduce the height and gradients of the buildings by the Railway Cottages, so that the view, at that end, can be kept and is open.
- Double yellow lines and bollards are being placed from where the Pulborough sign is, approximately.
- A road safety audit has been carried out by an independent consultant for WSCC. The developers are being told what is required to satisfy safety controls by WSCC. The Highways Department comes up with a design that they say is safe.
- Regarding the traffic lights both being on green, maybe priority could be given for vehicles leaving the village.

Cllr. Tilbrook requested that he go to the HDC Development meeting when this is discussed to represent Pulborough Parish Council. The Committee AGREED to this, and instructed the Assistant Clerk to advise Cllr. Tilbrook of the meeting date.

#### **5. PLANNING APPLICATIONS**

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

#### **6. PLANNING APPLICATIONS DECISIONS**

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

#### **7. TRAFFIC IN RECTORY LANE**

Cllr. Tilbrook advised that the issue of traffic in Rectory Lane can be addressed at the same time as the consultation for the Lower St changes. Cllr. Tilbrook is trying to arrange a meeting with Chris Stark, the new Area Highway Manager for the Pulborough area, which other Councillors may attend if they wish. Members noted the comments from Mr Pegler and his offer to obtain resident's feedback on their suggestions, such as a 20mph limit or speed humps. Members instructed the Assistant Clerk to ask Mr Pegler if he would do this. It was also noted that 'Sat Navs' take you down Rectory Lane to get to Stane St, but it is unsure what can be done about this.

**8. HIGHWAY ISSUES**

The clerk requested the Committee to produce a list of highway issues, including potholes, in preparation for the Cabinet Member of Highway's attendance at a Full Council meeting later in the year. Cllr. Tilbrook advised that District Cllr. Clarke & County Cllr. Arculus are going to produce a list of potholes in the area. Cllr. Lawson advised that she will produce a list for the Nutbourne area.

Members noted the following highway issues, but would also produce a list of other issues, to the Parish Office, by 31st June 2015.

- Lower St & Church Hill are too narrow to be 'A' roads, other villages have got sections of roads de-classified, could this be actioned for Lower St & Church Hill? Also more parking spaces along Lower St would slow traffic down.
- The drain in the lay-by, at Swan Corner is constantly being reported as this needs to be cleared and is always subject to flooding. The Assistant Clerk advised that Highways were trying to get the lay-by closed to parking, and she would chase to find out what the progress is on this.

**9. NEW GRIT BIN AT SKEYNE DRIVE**

Members received a quotation for a 400l grit bin of £211.50, but given the Clerk's advice about the strength of the material for the bigger bin, the Committee AGREED to proceed with the smaller bin at £145.00 and instructed the Assistant Clerk to order it.

Cllr. J Wallace requested to have the old damaged grit bin for communal use at his allotments. Members AGREED to this, but the Assistant Clerk will check with the Clerk if this is acceptable.

**Resolved: The Assistant Clerk to order grit bin at £145.00.**

**10. PULBOROUGH SERVICES**

Cllr. Tilbrook would like to have a better understanding of problems of the services within Pulborough, and requested Councillors to take responsibility for reporting on issues, and bring those reports to the P&S meeting in September 2015. This would also help in having information for when any big developments are proposed and enable the Committee to know if there is capacity.

Councillors agreed to report on the following:

Buses	Cllr. J Wallace
Trains/Railway	Cllr. Mortimer
Gas	Cllr. Tilbrook
Sewerage & Drainage	Cllr. Tilbrook
Roads	Cllr. Kipp
Schools	Cllr. Henly
Lighting	Cllr. Qusted
Electricity	Cllr. Kipp

**11. SEWERAGE & DRAINAGE**

As discussed in minute no 10, this will be deferred and reported on at the meeting in September 2015.

**12. CORRESPONDENCE**

**Arun Valley Steering Group Meeting**

Minutes of the meeting held on 15th April 2015.

**Railfuture**

Notes from a Railfuture attendee at a Southern Stakeholder Timetable meeting.

**Cala Homes**

Letter from Cala Homes regarding planning applications DC/11/0952 & DC/14/0683-Land North of Highfield, Stane Street, along with leaflets sent to residents. Copied to Committee. *The Assistant Clerk advised that the new application would be discussed at the short P&S meeting on 18th June 2015.*

**Horsham District Council (HDC)**

Presentation from the Development Management Committee regarding planning. Copied to Committee as requested by Cllr. Clarke.

**West Sussex County Council (WSSC)**

Letter from Cabinet Member for Resident Services, David Barling, regarding progress of the West Sussex Better connected project. Copied to Committee.

Email from the Rural Team advising of a funding opportunity for war memorials. Copied to Committee.

**Petworth Town Council**

Information regarding Petworth's Neighbourhood Plan. Copied to Committee as requested by Cllr. Clarke.

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

- **Post Office Closure (Full Council) (EK)**
- **Brownfield Sites (AT)**

**14. PAYMENTS**

The following payments were approved and cheques were signed.

Blackdot Systems Ltd	8.65
West Sussex County Council	6047.10

***The meeting closed at 9.46pm***

.....Chairman

.....Date

**Recommendations of the Planning & Services Committee meeting held on  
Thursday, 4th June 2015**

**PLANNING APPLICATIONS**

**DC/15/1025 - Land to the West & North of Railway Cottages, Stopham Rd  
Pulborough**

Development of the site to provide 24 dwellings and 4 flats with ancillary parking, garaging, and landscaping, and the construction of a 106 space station car park, all served by new access on to Stopham Road. **No objection, and members thanked Willowmead Ltd in taking the time to speak to residents and the Parish Council, however the following concerns were noted from residents and Parish Councillors, as follows:**

- A number of trees, averaging over 8m in height, currently growing on the bank, south of the site, would be lost when the pavement and parking bays are created. These trees will need to be replaced by mature planting nearer the top of the bank in order to maintain the local landscape and screening.
- The proposed arrangements for surface water drainage feature cellular storage tanks and discharge into the River Arun. Can these arrangements function efficiently when the river is in flood and the water levels are close to the height of the A283? The A283 is prone to flooding, immediately east of the bridge. This is caused by run-off from the field to the north of the development. Will the new development exacerbate this situation? How will these new homes be protected from the run-off? If a new pavement is constructed to the east of the bridge, will this hinder further, the escape of the run-off?
- It was noted that Network Rail have not maintained the drainage system on their land for a long time. The Parish Council, with support from our District Councillors, will write to Network Rail highlighting this issue. Willowmead Ltd are working with the owners of the field, north of the development, to seek to put in place measures to improve drainage from the field. Progress on this needs to be monitored.
- Existing arrangements consist of a 150mm sewer running behind the properties in Stopham Rd, connecting to a public sewer near the railway bridge. It is proposed that a new sewer, serving the development, be constructed beneath Stopham Rd, connecting to the same sewer.
  - a.) Has it been established whether the existing sewer is large enough to accommodate the waste from the development?
  - b.) Will the new arrangements impact on the existing system serving the Stopham Rd properties (which is prone to blockage)?
- Proposed arrangements feature a signal system to stop traffic in both directions, whilst pedestrians navigate the bridge. When the lights are green on both sides, there is concern that motorists may feel they have right of way over oncoming traffic. It is suggested that signage and/or flashing amber lights will be needed to ensure motorists proceed under the bridge with caution.
- The lighting levels need to be considered for light pollution and its impact on the environment.
- The proposed traffic lights, which will cause cars to stop will have an impact on air pollution.

- Who will take legal responsibility and liability for flooding through existing houses on Stopham Rd, and back up of sewerage system into gardens?
- Residents at no's 1 & 2 Railway Cottages, Stopham Rd are concerned about the following:
  - a.) How will access rights change to these properties?
  - b.) The access lane to these properties has eroded because of water run-off from the field, will this be addressed?
  - c.) The privacy of the area and gardens will change.
  - d.) Something needs to be done to prevent traffic using the lane as a short-cut, possibly gates at the north and south ends?
  - e.) The new road leading up to the car park takes out the opportunity for turning, and will reduce the spaces from 4 to 3.
  - f.) The social housing should be moved to an angle, so they don't look into the properties.
- Thought needs to be given to the possibility of commuters parking in the new development, instead of the new car park, or elsewhere in the village.
- Road safety - At this location, east of the Park Farm driveway the A283 rapidly reduces in width from 8m down to 5m at the blind bend and pinch point by Railway Cottages just west of the railway bridge, where it reduces further and where cars may pass with care, but commercial vehicles cannot. This is a well-established danger zone where road accidents regularly occur, due to very poor sight lines, lack of road width and excessive speed. Consequently, any urbanisation in this area must be subject to careful scrutiny to protect the safety of pedestrians and motorists.

No specific positioning of the 30MPH signage is identified. Signs must be positioned west of the Park Farm driveway, in order to provide eastbound traffic at speeds of up to 60MPH sufficient distance to reduce their speed before entering this hazardous area.

The proposed site roadway serves both the housing and the station car park, with a width of 5m throughout its length and with two pinch points of 3.5m to slow traffic. At peak periods there is likely to be congestion and traffic levels inconsistent with safe practice for areas of domestic housing. There will be traffic for the station car parking (106 movements twice per day), plus vehicles dropping off rail users, plus vehicle movements for 28 dwellings. A possibility would be the provision of a separate "ring" road serving the station (W) into which the housing estate traffic would feed, before joining the A283. This would also provide the possibility of an alternative access road to The Anchorage.

A further problem arises since the proposed entrance to the site is moved 15m eastwards towards the blind spot, thus providing less visual amenity for motorists exiting the site, wishing to turn west.

- No plans are submitted for the provision of water and gas ... or high-speed broadband, or removal of sewerage.
- None of the proposed structures include grey water capture or any form of ultra violet capture via photo voltaic cells, or UV thermal transfer panels. This is not "sustainable housing" in the 21<sup>st</sup> Century.

**DC/15/0840 - 84 Lower Street Pulborough**

Proposed single storey extension. **No objection.**

**DC/15/0990 - Broomers Hill House, Broomers Hill Lane Pulborough**

Demolition and replacement of existing modern conservatory (1998) (Listed Building Consent). **No objection.**

**DC/15/1000 - Willards House, Broomers Hill Lane, Pulborough**

Erection of three bay single storey garage with loft space. **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/15/1005 (Full Planning) & DC/15/1006 (Listed Building Consent) - The Dovecote, Old Rectory Lane, Pulborough**

Formation of dormers at first floor level to existing link roof, dormer to west elevation extended to form porch at ground floor. **No objection.**

Trees

**DC/15/1111- Fox Hollow Moat Lane Pulborough**

Surgery to 3 x Oak. **No objection.**