



# PULBOROUGH PARISH COUNCIL

*Working together for a better future*

PULBOROUGH PARISH COUNCIL  
Swan View, Lower Street  
Pulborough  
West Sussex RH20 2BF  
Telephone: 01798 873532  
Email: [clerk@pulboroughparishcouncil.gov.uk](mailto:clerk@pulboroughparishcouncil.gov.uk)

## MINUTES OF PLANNING AND SERVICES COMMITTEE MEETING HELD IN THE COMMITTEE ROOM AT PULBOROUGH SPORTS PAVILION ON THURSDAY 2<sup>nd</sup> FEBRUARY 2023

**PRESENT:** Cllrs Kipp (Chairman), Davies, Ellis-Brown, Esdaile, Hare, Henly, Hunt (arrived during Minute 113.) and Trembling.

**IN ATTENDANCE:** N Wiltshire (Deputy Clerk)

*The meeting opened at 7.30pm*

### 109. APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllrs Lawson (personal reason) and Kay (personal reason).

### 110. DECLARATIONS OF INTEREST & CHANGES TO REGISTER OF INTERESTS

There were no Declarations of Interest.  
There were no changes to the Register of Interests.

### 111. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

### 112. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meetings held on 5<sup>th</sup> and 19<sup>th</sup> January 2023 as a true and accurate record of the proceedings and the Chairman signed the minutes.

#### Clerk's report

#### **Min. 28, 04.08.22 – Full Fibre Internet and Telephony**

When asked whether a Powerpoint presentation by the Giganet Regional Community Manager to give members details regarding infrastructure build coming to Pulborough was necessary some Members expressed a view that the works had already happened and that the need for a presentation has passed. It was felt that an update could simply be reported to councillors at the next meeting.

#### **Min. 86, 01.12.22 – Closure of Kithurst Hill Car Park**

HDC has stepped in to allow Kithurst Hill Car Park to remain open for the next two years.

#### **Min. 100, 05.01.23 – Salt Bin Audit**

The Groundsman collected some salt that has been made available to parish councils from the WSCC Highways Clapham Depot yesterday. He emptied out the salt bin in Moat Lane, including the water that had accumulated therein and has put a liner in it (as a temporary

fix), then filled it up with fresh salt. Other salt bins were also filled in accordance with Cllr Davies' notification.

### 113. **PLANNING APPLICATIONS**

The Committee, having considered the planning applications, **RESOLVED** that its representations be forwarded to HDC, attached to these Minutes as Appendix 1.

### 114. **PLANNING APPLICATIONS DECISIONS**

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

An email had been received from the Chairman of the Neighbourhood Plan Steering Group in which concern was expressed about the wording of HDC's refusal of the application for the Catholic Church site in Church Place. He felt that clarification should be sought regarding HDC's statement that in certain aspects this application is consistent with the Neighbourhood Plan. It was **AGREED** that the Deputy Clerk would send a response to HDC in liaison with the Committee Chairman.

### 115. **SALT BIN AUDIT**

The Deputy Clerk reported that a reply had not been received regarding a request for siting a salt bin at a particular location having been told that a reply would be forthcoming on Friday 20th January. WSCC Highways have been incredibly busy hence the delay in receiving a response, however, the Deputy Clerk advised that he will continue to chase for a response.

### 116. **SUPPORT OFFERED BY WSCC REGARDING THE RECENT SEVERE WEATHER**

As referenced in the Clerk's Report, loose salt made available to parish councils was collected from the WSCC Highways Clapham Depot yesterday and has been used to fill up salt bins, where necessary.

### 117. **SOUTHERN WATER'S DRAFT WATER RESOURCE MANAGEMENT PLAN (WRMP) CONSULTATION**

Members discussed Southern Water's draft Water Resources Management Plan (WRMP) and various issues were identified. Following this discussion, it was **RESOLVED** that Cllr Davies would forward details to the Deputy Clerk for submitting as the Parish Council's formal response to this consultation.

### 118. **RESILIENCE PLAN**

As previously expressed, Cllr Ellis-Brown reported that it was clear that the Emergency Plan needed not only updating but also condensing. He felt that volunteers would need to have easy access to equipment and a core team should be brought into the Plan. As previously identified, once the Emergency Plan had been updated it had been envisaged that a Coordination Group be created that would implement the Plan. "Minutes" from the first two meetings of the Task and Finish Group set up to update the existing PPC Emergency Contingency Plan had been distributed to Members and were **NOTED**.

In addition, the awaited further details regarding WSALC's Community Resilience Plan (CRP) initiative had been distributed to Members. This consisted of a Resilience and Emergency Plan template created so that parish and town councils can deal efficiently with their local environment but not impinge on existing Emergency Response Category 1 and 2, West Sussex County Council and Horsham District Council respectively for Pulborough Parish Council. Consideration has been given into how a council will identify what is required by them in the support of the Cat 1 and Cat 2 Responders of Emergency Plans and how to help the residents before they arrive. The presentation of Emergency and Resilience Plans given by Dee Thornton was distributed to Members and the price of the Emergency and Resilience package is £120.00.

**119. WARM SPACES HUBS**

The Deputy Clerk reported that although signposting continues and information is being gathered, a need for Warm Space Hubs still has not emerged. The Neighbourhood Wardens have been monitoring Billingshurst's scheme to learn from their experience. However, with 37 groups in Pulborough there is ample opportunity for signposting people to existing activities and venues. After some discussion it was **AGREED** that Warm Spaces Hubs should be included in Resilience planning and that perhaps cold space hubs should be considered in the event of extreme heat.

**120. UPDATED INFORMATION REGARDING THE A29 LANDSLIP AND ROAD CLOSURE, AT CHURCH HILL, PULBOROUGH, AND TRAFFIC IMPACTS**

The current situation is on-going, and another HGV went up Moat Lane this morning. The Committee Chairman has been in contact with West Sussex County Councillor Charlotte Kenyon and the priority is signage. There were concerns expressed on Facebook regarding the 18 month duration stated in a Temporary Traffic Regulation Order (TTRO), however, this period referred to part of the due process and is designed to give flexibility. Traders have approached the Economic Team at HDC regarding possible free car parking in Lower Street Car Park. It was commented that there needed to be some PR put out that shops in Lower Street were very much open for business.

**121. REAL TIME PASSENGER INFORMATION (RTPI)**

RTPI signs provide up to date information about the arrival of buses. As part of the bus improvement funding that WSCC will receive, an increase in the number of RTPIs is planned. WSCC would like residents to help decide where they should be located. Members were encouraged to visit the #WestSussBus page and click the Real Time Information Signs tab and put a pin in the map where they think they should go. The more pins at a location will help to determine where additional RTPIs would be installed. Therefore, it was **RESOLVED** that a submission be made on behalf of the Parish Council and details displayed on the Council's website and Facebook page.

**122. CORRESPONDENCE****WSCC**

- Email 18.01.23 #WestSussBus (*Copied to all Councillors*)
- Email 18.01.23 West Sussex Emergency Management: Met Office Level 3 Cold Weather Alert (*Copied to all Councillors*)
- Email 20.01.23 West Sussex Emergency Management: Met Office Level 3 Cold Weather Alert – *Extended...*(*Copied to all Councillors*)
- Email 21.12.22 News Release – Vulnerable road users and active travel at heart of new speed limit policy. (*Copied to all Councillors*)

**HDC**

- Email 04.01.23 Planning Compliance team statistics for 2022. (*Copied to Committee*)
- Compliance Cases 02.01.23–08.01.23. (*Copied to Committee*)
- Compliance Cases 09.01.23–15.01.23. (*Copied to Committee*)
- Compliance Cases 16.01.23–22.01.23. (*Copied to Committee*)

**Waterfront Conference Company Ltd**

- Email 19.01.23 Save the date – Planning for Hydrogen Infrastructure 2023. (*Copied to all Councillors*)

**Govia Thameslink Railway**

- Email 09.01.23 Southern Railway Commute More, Collect More Rewards
- Email 26.01.23 Update on rail services 1-4 February 2023

**Rail Technology Magazine**

- Email 13.01.23 Rail Technology Magazine Oct/Nov Issue – Bridge Rejuvenation | 160 Years of the Tube| The future of Rolling Stock & More...
- Email 20.01.23 Rail Technology Magazine Dec/Jan Issue – Innovations for CP7 | HS2 Supply Chain Innovation | Higher Quality Testing & More...

**Storrington & Sullington Parish Council**

- Email 17.01.23 – Rock Common Quarry.
- Email 18.01.23 – Rock Common Quarry.

**Southern Water**

- Email 17.01.23 Information from Southern Water re. Planning and growth brief; Their Sustainable Development Policy; Water Resource Management Plan Brief
- Email 19.01.23 Water Resources webinars – links to recordings. (*Copied to all Councillors*)

**Purple Pepper Partnership**

- Email 19.01.23 – DC/21/1931 | Erection of 4no. detached dwellings with associated access, parking and landscaping. | Coppice Hanger Church Hill Pulborough West Sussex RH20 1AB. Appeal Decision

**Resident**

- Email 03.01.23 from Mr A Tilbrook re. St Crispins RC Church, Church Place, Pulborough, West Sussex. RH20 1AF
- Email 03.01.23 from Liam Booles – Copy correspondence re. Green Meadows Consultation, Rivermead, Pulborough. RH20 2DA

**123. PAYMENTS**

The following payments were approved and signed by two authorised signatories:

WSSC	£9693.09
Mrs H V Knight	£23.54
Pulborough Social Centre (Village Hall)	£48.83

***The meeting closed at 8.47pm***

.....Chairman

.....Date

Recommendations of the Planning & Services Committee meeting held on  
Thursday 2<sup>nd</sup> February 2023

**DC/23/0008 – Pennyroyal 68A Lower Street Pulborough West Sussex RH20 2BW**

Reconstruction of boundary retaining wall (Householder Application).

**No objection. However, it is recommended that lime should be used rather than cement.**

**DC/23/0009 – Pennyroyal 68A Lower Street Pulborough West Sussex RH20 2BW**

Reconstruction of boundary retaining wall (Listed Building Consent).

**No objection.**

**DC/23/0023 – Drovers The Street Nutbourne West Sussex RH20 2HE**

Erection of a replacement fence along northern boundary (Retrospective).

**No objection.**

**DC/22/2148 – 6 Sinclair Drive Codmore Hill Pulborough West Sussex RH20 1FX**

Erection of a single storey rear extension.

**No objection subject to there not being any restrictions placed on the property as a new build.**

**DC/22/2254 - 31 Sinclair Drive Codmore Hill Pulborough West Sussex RH20 1FW**

Erection of post and rail fence to front of property (Retrospective).

**No objection.**

Trees

**DC/23/0121 - Beech House Stane Street Codmore Hill RH20 1BQ**

Surgery to 1x Copper Beech.

**No objection.**

**DC/23/0134 - Old Store House The Street Nutbourne West Sussex RH20 2HE**

Fell 1x Pine (Works to Trees in a Conservation Area).

**No objection.**