

PULBOROUGH PARISH COUNCIL

A meeting of the Planning & Services Committee was held at the Village Hall on Thursday 2 January 2003 at 7.30 pm

Present: Mrs J Botting (Chairman) Mrs N Hompstead
Mrs L Speer Mr D Jolliffe
Mr P Williams

1 APOLOGIES FOR ABSENCE

Mrs C Barnett Mr L Ampstead
Mr P Lee

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES

The minutes of the meeting held on 28 November 2002 were agreed and signed as a correct record.

2.1 Matters Arising

ACTION

(i) **PL/66/02 113 Lower Street**

Members were disappointed to note that the Section 106 Agreement for this application provided for a £10,000 contribution to transport. It was agreed to write to the District Council, with a copy to the County Councillor, asking to be informed about the use to which the money would be put and suggesting that it might be used to pilot evening bus services.

Clerk

(ii) **PL/107/02 Five Bells Public House**

Mr Jolliffe said that he had spoken to the developer who had said that £19,000 would be made available. He hoped that this would be paid to the Parish Council as a contribution to sports facilities.

(iii) **Environmental Cleansing**

Members were pleased to note that the banks by the pavement had been cut back but asked that the bumper and poster should be removed.

Clerk

(iv) **Village Signs**

It was reported that the District Council was very happy with the design of the signs which was attractive and clearly captured the character of the village. It was agreed to chase the County Council to agree suitable sites.

Clerk

(v) **Christmas Lights**

It was agreed to write to thank businesses which had displayed Christmas lights and to ask whether anyone would sponsor a hanging basket. It was also agreed to write next Christmas seeking the businesses' co-operation again this year and to ask whether they would leave the lights on during the day as well as in the evening. A contribution to electricity costs of £5 per business should be offered.

Clerk

Clerk

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Mrs Botting said that the bus shelter was probably not yet ready to store the lights. She had asked Laurie Barker for a quotation for repairs to the roof. Mrs Speer undertook to check whether it would be possible to store the lights in the Committee room at the pavilion. Mr Williams said that the bus shelter was open. He undertook to close it on his way home.

ACTION

LS

PW

(vi) Street Lighting

It was agreed that SEEBOARD needed to be chased to repair the light in Old Rectory Lane.

Clerk

(vii) Hanging Baskets

Mrs Botting, Mrs Speer and Mr Williams arranged to visit Mayfield Nursery the following week.

JB/LS/PW

4 PLANNING APPLICATIONS

PL/112/02 (amended) Old Bank Chambers, 60 Lower Street, Pulborough – Replacement windows

No objection

PL/124/02 Nutbourne Place Farm, Nutbourne Lane, Pulborough – 2 storey link extension

No objection. The proposed design is a great improvement on that in the previous application

PL/125/02 Land North of Glebelands – Erection of 42 Houses

Objection. The primary objection is to an unnecessary development on a green field site. In addition, the site is in an area which is subject to surface water flooding and in which the provision for waste water disposal is inadequate. The site is also unsuitable for a development on this scale in terms of access. The existing road network is already congested and could not support the additional volume of traffic which the proposed development implies. That said, the overall design is attractive in terms of style and mix of housing and would be welcome on another site.

PL/126/02 Toatwood Farm, Blackgate Lane, Pulborough – Continued use of building as racing stables, retention of stable lads' flat, horse exerciser and sand school

No objection. This application to regularise the current position is most welcome.

PL/127/02 Jessamine Cottage, Potts Lane, Pulborough – 2 storey extension

No objection

PL/128/02 5 Link Lane, Pulborough – Single storey extension

No objection

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PL/129/02 Little Ridge, Rectory Lane, Pulborough – Fell 1 Blue Cedar Tree **ACTION**
No objection

PL/130/02 Five Bells Public House – Conversion into 4 Flats
No objection

PL/131/02 Five Bells Public House – As Above (Listed Building Consent)
No objection

PL/132/02 Harwoods Garage, London Road, Pulborough – Signage application
No objection

PL/133/02 Wysteria Cottage, 103 Lower Street, Pulborough - Conservatory
No objection

5 PLANNING APPLICATIONS – RESULTS

| Application No. | Permitted | Refused | Withdrawn |
|-----------------|-----------|----------|-----------|
| PL/68/02 | | 25/11/02 | |
| PL/100/02 | 25/11/02 | | |
| PL/101/02 | 27/11/02 | | |
| PL/102/02 | 27/11/02 | | |
| PL/106/02 | 28/11/02 | | |
| PL/107/02 | 13/12/02 | | |
| PL/108/02 | 13/12/02 | | |
| PL/109/02 | 28/11/02 | | |
| PL/110/02 | 11/12/02 | | |
| PL/111/02 | 11/12/02 | | |
| PL/114/02 | 03/12/02 | | |
| PL/115/02 | | 11/12/02 | |

6 RISK ASSESSMENT

The Committee reviewed its terms of reference and the Parish Council's Asset Register and determined that the risk assessment should include the following items within the Committee's areas of responsibility:

- street furniture, such as seats (on the highway), hanging baskets and Christmas lights
- street lights
- notice boards
- the electronic information sign
- the village clock
- Rivermead bus shelter
- the employment of the Village Warden
- the contract with Horsham Direct Services Organisation

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It was decided that, whilst the Committee monitored the condition of highways, footways, footpaths and bridleways within the Parish, these should not be included in the Parish Council's risk assessment because the responsibility for their maintenance rested with other authorities.

ACTION

It was also decided that, whilst the Committee took an interest in conservation matters and in trees, the responsibility for open spaces and trees thereon rested with the Recreation & Open Spaces Committee.

The Clerk was asked to prepare a first draft risk assessment document covering the Committee's areas of responsibility.

Clerk

| 7 | PAYMENTS | £ | |
|----------|--------------------------|-------------------|--------|
| | KEW Electrical | Christmas Lamps | 70.54 |
| | HDC | Village Sweeping | 342.71 |
| | NRG Group | Photocopier | 258.11 |
| | London Electricity | Gas | 171.96 |
| | Oakwood Tree Services | Survey | 376.00 |
| | Viking Direct | Stationery | 77.42 |
| | Pulborough Social Centre | Room Hire: MTI | 110.88 |
| | J Dorling | Salary + expenses | 862.58 |
| | Inland Revenue | Tax + NI | 636.58 |

Members noted that the following emergency payments had been made during December:

| | | |
|-------------------|--------------------|--------|
| Garden Landscapes | Bus Shelter | 950.90 |
| Hamilton Cole | Pavilion Electrics | 120.32 |
| Kew Electrical | Christmas Lamps | 91.34 |
| Banham | Alarm | 209.15 |

8 CORRESPONDENCE

1) Oakleigh, Rectory Lane

Members noted further correspondence from Mr and Mrs Mullinger. It was agreed to reply that, whilst Members sympathised with the complaint, the Parish Council was unable to help but would pass on the Mullingers' comments – once again – to Horsham District Council.

Clerk

2) Community Safety

Members noted an invitation to subscribe (free) to the Crime & Disorder Partnership secure website.

3) Consultation on Amended Plans

It was agreed to invite Andrew Frost to attend the February or March meeting of the Committee to discuss the new procedures and planning matters in general.

4) Dog Bin Relocation

It was agreed to write to thank the District Council for providing information about the replacement programme and to welcome the new style of bin.

Clerk

Clerk

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|-----------|---|-----------------------------------|
| 5) | Alzheimer's Information Bus Members noted the correspondence and suggested that the District Council should be asked to publicise this important initiative. It was also agreed to write suggesting that the memorial garden in the main car park should be open for the parking of various information buses. | ACTION Clerk |
| 6) | Report of Tree Survey Copies were circulated to all Members of the priority works arising from the recent tree survey and Mr Williams was given two copies of the full report. Members were impressed by the thoroughness of the survey and the presentation of the report and declared the report 'brilliant'. Mr Williams undertook to review the findings with Mr Tony Harlock, the other Tree Warden, and to ascertain how frequently tree surveys should take place. | Clerk Clerk |
| 7) | Street Lights Inventory Members noted that a revised Inventory of Parish Council street lights had been received from SEEBOARD as the basis for the annual maintenance contract. The only changes were to the numbers of lights listed in Old Rectory Lane (now 2) and Rectory Lane (now 6). Mr Williams received a copy of the Inventory. It was agreed that the maintenance agreement for 2003/04 could be signed by the Clerk subject to any amendments to the Inventory by Mr Williams. | PW |
| 8) | Barnhouse Surgery Signs Members noted the correspondence and had no objection to the proposed signs. | PW Clerk |
| 9) | Standards Conference Details were circulated of a Conference to be held on 22 January. Mrs Hompstead undertook to check whether she was able to attend. | |
| 9 | ITEMS RAISED BY COUNCILLORS | |
| 1) | Community Awareness Day Mr Jolliffe reminded Members that the Community Awareness Day was on 17 January and asked for help in distributing flyers. | NH |
| 2) | County Times Mrs Hompstead remarked that recent issues of the County Times contained no reference to Pulborough. | Members |

The meeting closed at 10.10 pm.

..... Chairman

..... Date