

## **PULBOROUGH PARISH COUNCIL**

A meeting of the Planning & Services Committee was held at the Village Hall on Thursday 6 February 2003 at 7.30 pm.

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

**In Attendance:** Mr N Bransden Mr A Forman

**1. APOLOGIES FOR ABSENCE**

Mr L Ampstead  
Mr P Lee

**2. DECLARATION OF INTEREST**

Mr Williams declared an interest in PL/7/03 as a friend of the applicants and withdrew from discussion of this application.

**3. MINUTES**

The minutes of the meeting held on 2 January 2003 were agreed and signed as a correct record.

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3.1	Matters Arising	ACTION
(i)	<b>PL/66/02 113 Lower Street – Section 106 Agreement</b> Members noted the District Council’s response to the Parish Council’s request to be informed about the use to which the money would be put and suggestion that it might be used to pilot evening bus services.	
(ii)	<b>PL/107/02 Five Bells Public House – Section 106 Agreement</b> Members noted that confirmation had been received of the Parish Council’s request for a contribution to community or leisure facilities. It was reported that a quotation had been received from Saunders for improvements to the showers and for ventilation in the changing rooms	DJ
(iii)	<b>Environmental Cleansing</b> The bumper and poster between Sopers Cottages and the railway bridge had been reported – but not yet removed.	Clerk
	It was also reported that a complaint had been received from Mrs Jones of 20 Cousins Way regarding waste and litter. Mrs Barnett had expressed concern about the state of Cousins Way. The Clerk had spoken to Ian Jopling who was checking who was responsible for the shrubs and parking areas. Copies were circulated of a draft letter from the Clerk to the Area Manager of Saxon Weald Homes. This was agreed. The Clerk had also written to Saxon Weald regarding the fence on the edge of the playing field and the play area at Carpenters Meadow. She had reported the play area to Ian Jopling who had undertaken to inform the District Council’s Health & Safety Officer.	Clerk
	It was reported that the Village Warden would be on holiday from 18 to 25 February. It was agreed to ask Horsham Direct Services Organisation to provide holiday cover with priority to maintaining Lower Street and the main playground. It was also agreed to seek a meeting to review environmental cleansing services on a Tuesday or Friday morning in March.	ACTION Clerk JB/DJ/Clerk
(iv)	<b>Village Signs</b> Copies were circulated of a quotation from Mark Weston. The quotation was in accordance with the verbal estimate and Mr Williams proposed that it should be accepted. Mrs Barnett seconded and the proposal was agreed unanimously. It was also agreed that Mr Weston should be paid in instalments because of the high initial outlay for metalwork for a small contractor.	Clerk
	It was reported that County Highways had written offering to erect the signs provided the work was undertaken before the end of the financial year. However, contrary to earlier telephone advice, the District Council now advised that a planning application would be needed for the signs so this would not be possible.	

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Two sites for the signs had been agreed: East of Wickford Bridge and on the A283 near the entrance to Park Farm. However, County Highways were checking land ownership in relation to the preferred options for the other two sites: on the left hand side of Swan Bridge (2<sup>nd</sup> choice on the right) and at the junction of Broomers Hill Lane and the A29. It would not be possible to submit a planning application until the sites had been agreed.

**(v) Risk Assessment**

Copies were circulated of the Committee's draft risk assessment register in the format proposed by Brigadier Shackell. The register was agreed with some minor amendments. Mr Bransden offered to accompany SEEBOARD on a routine inspection of street lights.

**(vi) Oakleigh, Rectory Lane**

A further letter from Mr Mullinger was read out to Members. A letter had also been received from the District Council. It was agreed to copy the District Council's letter to Mr Mullinger.

Clerk

**(vii) Consultation on Amended Plans**

It was reported that Andrew Frost had been inundated with requests to attend meetings and that he would have to plan a programme over a year. The Clerk had suggested that Mr Frost should attend the meeting to discuss the plans for the Spiro Gills site and this was agreed.

**(x) Main Car Park**

It was reported that the District Council was exploring the possibility of re-landscaping the memorial garden, moving the seat forward and installing the waste bins in the garden. Members were concerned that if the recycling facilities were in the memorial garden, users might block the entrance to the car park and rubbish might blow on to the road. They considered it be preferable to leave the bins where they were but to reduce the number of bins and to consider a future move to the Spiro Gills site.

**ACTION**

Clerk

Members questioned whether all the recycling bins were needed now that there was a household collection and a recycling facility at Sainsbury's. The Clerk was asked to explore why it was necessary to segregate different colours of glass and whether some of the bins could be removed, eg newspapers.

Clerk

**(xi) Tree Survey**

Mr Williams reported that he and Mr Harlock had visited the areas covered in the Survey. The A table for priority work with some adjustments was circulated. Only 5 trees needed felling; the others needed to be reduced. It was agreed to check with the District Council's Tree Officer whether planning permission was needed for surgery to trees on the recreation ground and to submit a planning application for the necessary work. It was also agreed to seek quotations for the work, including removing or

Clerk

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chipping the timber, from Cleaver Tree Surgeons, Southern Tree Services and Storrington Sawmill. Harwoods should be pressed to undertake a similar survey of their trees.

Clerk

### 4 PLANNING APPLICATIONS

PL/52/02 (Amended) Garage Court Adjacent Dennis Court, Link Lane, Pulborough –Erection of 1 bungalow

**Objection – as previously – to the proposed siting of the bungalow which will prevent access to land owned by the resident of number 11 The Moat and will obstruct a long used entrance to the property. The proposed bungalow needs to be moved to a different location on the site.**

PL/66/02 (Amended) 113 Lower Street, Pulborough – Erection of 6 flats

No objection

PL/130/02 (Amended) Five Bells Public House – Conversion into 4 Flats

No objection

PL/131/02 (Amended) Five Bells Public House – As above (Listed Building Consent)

No objection

PL/1/03 The Coach House, Todhurst, Stane Street, North Heath – Relocate garage and erect fence

No objection

PL/2/03 Star Farm, Gay Street Lane, North Heath – Single storey extension and conversion of garage

No objection

**ACTION**

PL/3/03 Lindor, Tudor Close, Pulborough – Conversion of and extension to single storey garage/workshop into 2 storey granny annexe incorporating existing passageway

No objection

PL/4/03 12 Aston Rise, Pulborough – Fell 1 Blue Atlas cedar tree  
No objection. This is a significant and attractive tree which unfortunately is unsuitable for its location

PL/5/03 Tullens Toat, Pickhurst Lane, Pulborough – Demolition of existing dwelling and erection of replacement dwelling

**Provided the proposed development complies with the District Council's policies on agricultural restrictions - no objection**

PL/6/03 Ashley House (Land Adj), Station Road, Pulborough – Erection of 1 house

No objection

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PL/7/03 Glebe Barn Old Rectory Lane, Pulborough – Fell 1 laurel shrub and surgery on 2 acer and 1 beech trees

No objection

PL/8/03 Warrene Lodge, Broomers Hill Lane, Pulborough – Single storey extension and replacement roof to utility room

No objection

PL/9/03 83 Lower Street, Pulborough - Replacement entrance doors

No objection

PL/10/03 Co-op Welcome, Lower Street, Pulborough – Erection of 4 fascia signs

No objection

PL/11/03 Horsecroft Tanners, Nutbourne Common, Nutbourne – Conversion of flat roofed garage to pitched roof and incorporating habitable rooms

No objection

PL/12/03 Little Barn, Stane Street Hollow, Pulborough – Open fronted garage

No objection

PL/13/03 The Old Corn Stores, Swan Bridge, Pulborough – Revise South elevation to incorporate new gable wall

No objection

### 5 PLANNING APPLICATIONS – RESULTS

Application No.	Permitted	Refused	Withdrawn
PL/97/01	03/01/03		
PL/37/02		24/01/03	
PL/60/02			08/11/02
PL/90/02	22/11/02		
PL/99/02	19/11/02		
PL/103/02	15/11/02		
PL/105/02		18/11/02	
PL/112/02	15/01/03		
PL/119/02	08/01/03		
PL/120/02	08/01/03		
PL/125/02		24/01/03	
PL/126/02	20/01/03		
PL/127/02	23/01/03		
PL/128/02	16/01/03		
PL/129/02	21/01/03		

### ACTION

### 6 STREET LIGHTS

Mr Williams circulated copies of an amended draft Inventory which would provide the basis for charges for 2003/04. He had checked all the lights and there were 63 Parish Council lights. Members noted the amendments and agreed that they should be

Clerk

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submitted to SEEBOARD.

It was reported that a complaint had been received about a light in Gay Street Lane which was not working. There were two lights in Gay Street Lane. The County Council said that the lights belonged to the Parish Council but they were not on the current Inventory. Mrs Barnett proposed that the two lights should be added to the Inventory for maintenance by the Parish Council. Mrs Speer seconded and the proposal was agreed unanimously.

**Clerk**

Mr Williams suggested that the Committee should review possible improvements to the lights - subject to budget -during 2003/04. He proposed that the following two lights should be upgraded to the same standard as the recently installed light in Old Rectory Lane: 1) the light on the Twitten footpath at Moat Lane and 2) a light on the post at the rear of the Bowling Clubhouse. Mrs Botting seconded and the proposal was agreed unanimously.

**Clerk**

### 7 CHRISTMAS LIGHTS

Mr Jolliffe proposed that KP Electrical should be appointed to erect the lights at Christmas 2003 provided Mr Lee agreed. Mrs Speer seconded and the proposal was agreed unanimously. Mrs Speer said that the Men's Club would appreciate the lights being removed from the Committee room as soon as possible. However, Mr Williams said that there were still problems with the security of the bus shelter and with the roof.

**Clerk**

### 8 PAYMENTS

		£
J Randall	Bowling Green	405.97
Social Centre	Room Hire x 2	74.00
HDC	Village Sweeping	342.71
Stocker & Sons	Boiler repairs	328.06
SEEBOARD	Street light repairs	209.74
SEEBOARD	Street light maintenance	5.74
Burgess & Randall	Maintenance supplies	57.29

**ACTION**

### 9 CORRESPONDENCE

#### 1) Rivermead Bus Shelter

It was reported that Laurie Barker had started stripping the roof. The Council would be charged ½ day's work anyway. However, the ivy had grown through the roof to the stone wall and lifted the tiles and at least some of the timbers were rotten. The Parish Council had two options:

- to replace the timbers and broken tiles where the roof met the walls and to leave the rest – approximate cost £650 of which £500 labour, £100 tiles, £50 timbers
- to strip the whole roof and replace all the timbers as well as the broken tiles and felt – approximate cost £1,500 (same number of tiles)

Mr Barker was working in the area and could undertake

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the work immediately. It was agreed that Mr Williams should liaise with Mr Barker to agree the necessary work. Mrs Botting proposed that Mr Williams should be delegated authority to instruct Mr Barker to proceed. Mrs Barnett seconded and the proposal was agreed by a majority.

PW

### 2) **Enforcement Matters**

#### (i) **Pythingdean Manor**

Mrs Botting said that she had checked PL/108/01 and concluded that there was no breach of planning regulations.

#### (ii) **52 Lower Street (next to butcher)**

The Enforcement Officer had arranged to inspect a report of work at back at the back of the premises because the building was listed.

#### (iii) **Old Valentine's Barn**

It was reported that Dr Shillingford had complained about motor cycle noise. The Enforcement Officer had visited and did not consider the current activity unreasonable.

#### (iv) **Toat Cafe**

The Planning Enforcement Order had been delayed because there was no register of ownership of the land on which the cars were parked. He intended to issue an Order anyway and would add the dumping problem.

#### (v) **Marina Car Sales, Lower Street**

The Enforcement Officer was investigating a complaint about bright floodlights on the forecourt.

### 3) **Design Guidance on House Extensions**

Members received the new Guidance and agreed that this should be discussed at the Committee's next meeting.

**ACTION**

**Clerk**

### 4) **West Sussex Waste Local Plan**

Details were circulated of site proposals and public meetings to be held in February and March.

### 5) **South Downs News**

Members noted that the South Downs National Park Designation Order and a map of the final boundary would be on deposit from 27 January to 28 February to enable objections or representations. The documents would be available at Chanctonbury House, Storrington.

### 6) **Highways & Transport Proposed Schemes**

Members noted that comments on the proposed schemes were required by 21 February and that there were only a few minor schemes proposed for Pulborough.

### 7) **ASHTAV News**

Members noted that a Newsletter had been received.

### 8) **Barnhouse Surgery Signs**

Mrs Botting proposed that the Parish Council should decline the request to contribute to the cost of the proposed signs. Mrs Barnett seconded and the proposal was agreed unanimously.

**Clerk**

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**10 ITEMS RAISED BY COUNCILLORS**

**1) The Moat**

Mrs Barnett reported that rubbish was being dumped on The Moat and asked that the County Council should be informed. She also complained that the dog bins were not being emptied.

**Clerk**

**2) Drain**

Mrs Barnett also reported that the drain cover outside Rathbone Court had still not been repaired.

**Clerk**

**3) Rugby Pitch Fencing**

Mr Jolliffe said that Mr Steele had been asked to agree the specification for the fence with Miss Medhurst. Flyers were needed to inform residents about the fence.

**KM**

The meeting closed at 10.45 pm.

..... Chairman

..... Date