

PULBOROUGH PARISH COUNCIL

A meeting of the Planning & Services Committee was held at Pulborough Social Centre on Thursday 5 February 2004 at 7.30 pm.

Present: Mrs J Botting (Chairman) Mrs C Barnett
Mrs N Hompstead Mrs L Speer
Mr N Bransden Mr M Foster

In attendance: Mr D Smith

1 APOLOGIES FOR ABSENCE

There were no apologies. The Chairman noted that Mr Lee was absent.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES

ACTION

The minutes of the meeting held on 8 January 2004 were amended to the effect that Mrs Hompstead rather than Mrs Barnett had attended the meeting to review the provision of public conveniences (item 3.1 (iii)), and then agreed and signed as a correct record.

3.1 Matters Arising

(i) A Housing Needs Survey for Pulborough

Mr Bransden said that he had tried but been unable to photocopy or to scan the labels for the questionnaire, and that he had been unable to identify a cheaper source than Viking for the supply of envelopes. Members agreed that, if it was not possible to obtain the addresses on a disk, it would be economic to pay somebody to scan the labels in order that they could be available for the proposed quarterly newsletter. Mrs Botting proposed that Mr Pettendrup should be employed to scan the labels. Mrs Hompstead seconded and the proposal was agreed unanimously.

Clerk

(ii) Street Cleansing

Mrs Barnett circulated copies of an amended schedule for the Warden, and the Clerk circulated a draft job description. Members agreed the schedule and undertook to notify the Clerk of any amendments to the draft job description by the end of the following week. Mr Bransden commented on an improvement in the standard of cleansing but questioned whether the Warden should receive training in the light of new legislation.

Clerk

Members noted that Horsham District Council had awarded the Parish Council a grant of £8,272 for 2003/04 and £8,437 for 2003/04. The grant was based on a contribution of 30% of total costs by the Parish Council and would be adjusted if expenditure was lower than anticipated.

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- (iii) **Village Signs**
It was reported that the fourth post had been installed. It was agreed to chase P Lewis for the erection of the brickwork and the signs. **ACTION**
Asst Clerk
- (iv) **Electronic Information Sign**
It was reported that Mr Paterson had said that the sign would have to be installed at a different site. Members agreed that this would be embarrassing and potentially costly. The Parish Council had already spent some £750 including legal costs to secure the site on which the District Council had insisted.

It was agreed that the site should not be changed until all options for reinforcing the sign had been explored. If the site was changed, the District Council should be asked to reimburse the Parish Council's costs and to apologise to all those affected by the initial decision. Mrs Botting undertook to speak to Mr Paterson about the feasibility of replacing the perspex glazing with polycarbonate. It was agreed that a time switch was needed so that the sign would not be illuminated when the pub closed. **JB**
Asst Clerk
- (v) **Swan Bridge**
Members noted a preliminary outline plan for improvements to the area around the old Swan Bridge. Mrs Botting said that she had attended a meeting with Mr Aylott and the Chairman of Coldwaltham Parish Council. A site meeting had been arranged with the Environment Agency and the County Council.
- (vi) **Local Plan Review**
Members received a copy of the paper sent to Horsham District Council. Copies were circulated of the combined paper by Mrs Hompstead and Mr Foster and Members were asked to notify the Clerk of any amendments by the end of the following week. **Members**

It was agreed to write to the Director of Planning to express the Committee's dismay and anxiety about the continued delay in considering the application for the Spiro Gills site. This was causing great difficulties for the doctors and their patients. **Clerk**
- (vii) **Bus Shelters**
Mrs Botting said that she had heard from Mr Donnelly that funds were available for the bus shelters and that the designs were being chosen. There could be some surplus funds which would have to be returned to the donor. Mr Donnelly had also said that bus companies were considering stopping in the station area and the Parish Council would be consulted on the siting of two shelters.
- (viii) **Proposed Lobby on the Traffic Burden on Villages**
Mrs Hompstead said that the meeting arranged by Storrington and Sullington Parish Councils had been cancelled. It was agreed to ask Mr McKenna for a meeting to discuss the traffic management paper. **Clerk**

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| <p>(ix) Domain Name
It was reported that the domain name had been registered as pulboroughparishcouncil.gov.uk. Mr Bransden said that a meeting of the Communications Group would be helpful.</p> <p>(x) Blakewood, Blackgate Lane
Members received for information the minutes of a discussion by the Development Control (South) Committee on Blakewood.</p> | <p>ACTION</p> <p>Comms Group</p> |
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4 RISK ASSESSMENT

Members considered the draft health & safety risk assessment and agreed the following amendments:

- 1) the section on bus shelters should be deleted and Rivermead bus shelter added to the register of Parish Council property to be assessed
- 2) the section on car parks should be deleted and an appropriate item added to the section on litter

Mrs Hompstead emphasised the importance of staff training. Mr Bransden said that the Parish Council's electrical equipment should be tested annually and that he might be able to help. Members reaffirmed that the Parish Council's street lights should not be insured because the cost of insurance was disproportionate to the risk.

NB

The Clerk was asked to revise the risk assessment in the light of the Committee's discussions and to draft an action plan for a future meeting.

Clerk

5 SECTION 106 AGREEMENTS

Mrs Botting reminded Members that Full Council had agreed that the Committee should produce a list of potential projects for Section 106 Agreements. Members suggested the following items:

- a new sports pavilion
- additional equipment for the children's playground
- better leisure facilities
- a footbridge over the A29
- a circular bus route for all buses

It was agreed to consider any further suggestions at the Committee's next meeting and to prioritise the items.

Members

6 PLANNING APPLICATIONS

PL/78/03 (amended) Land adjoining Wilhaven, The Street, Nutbourne – Erection of 1 detached dwelling and access
No objection

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ACTION

PL/137/03 (amended) Farm Buildings, Little Brinsbury Farm, Stall House Lane, North Heath – Approval of reserved matters pursuant to outline planning permission PL/100/01 relating to the erection of 1 farmhouse
No objection

PL/140/03 (amended) Little Ditchlings, Rectory Lane, Pulborough – Extension to form new master bedroom over enlarged garage
Objection (as previously. The proposed extension is oversized, out of keeping with both the existing dwelling and neighbouring properties, and will overlook neighbouring properties

PL/1/04 Ungava, Cray Lane, Codmore Hill – Single and two storey extensions, installation of dormers and erection of shed
No objection

PL/2/04 Ramblers, Church Place, Pulborough – Fell 1 tree and plant hedging
No objection provided the Tree Officer is content. **It seems a pity to fell a tree that has taken a considerable number of years to reach its current size, but felling would have little effect on the view from surrounding properties and it is not visible from Church Place.**

PL/3/04 Hill Copse House, Hill Farm Lane, Codmore Hill – Replacement triple garage/workshop
No objection

PL/4/04 Brook House, Broomers Hill Lane, Pulborough – Single and two storey extensions and alterations
No objection

PL/5/04 Brook House, Broomers Hill Lane, Pulborough – As above (Listed Building Consent)
No objection

PL/6/04 The Well House, Rectory Lane, Pulborough – Surgery to 1 lime and 1 beech
No objection provided the Tree Officer is content. **Although 40% is perhaps rather a lot of crown thinning for the lime, there is a lot of dead wood**

PL/7/04 The Old House, Church Hill, Pulborough – Erection of single storey extension to form annex
No objection

PL/8/04 The Old House, Church Hill, Pulborough – As above (Listed Building Consent)
No objection

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PL/9/04 10 Nutcroft, Pulborough – Single and two storey rear extension

ACTION

Objection. The proposed extension represents an overdevelopment of the site. It is oversized and would overshadow the neighbouring garden.

PL/10/04 Chichester College Brinsbury Campus, Stane Street, North Heath – Demolition of existing hut and replacement with new structure
No objection

PL/11/04 Blackgate House, Blackgate Lane, Pulborough –
Erection of staff rest facilities and office
No objection

8 PLANNING APPLICATIONS – RESULTS

Application No.	Permitted	Refused	Withdrawn
PL/130/03	24/12/03		
PL/131/03	30/12/03		
PL/133/03	29/12/03		
PL/134/03	06/01/04		
PL/138/03	22/01/04		

9 PAYMENTS

		£
J Randall	Bowling Green	405.97
A Martin	Lock Repairs	20.00
Banham	Alarm Repairs	77.55
Primus	Telephone	23.51
D Lane Electrical	Fuse Spur for sign	129.02
Dyer Insurance	Xmas Light Repair	39.95
Viking	Stationery	79.15
J Dorling	Salary + expenses	968.93
Inland Revenue	Tax + NI	498.05
Social Centre	Room Hire	64.90
Sussex Internet	Domain Name	352.51
Rupert Cleaver	Remedial Treework	215.00
Arun Mowers	Tractor Repair	88.72
Wightman&Parrish	Hygiene Supplies	36.84

January Wages and Salaries

H M Barrett	Assistant Clerk	437.18
J C Jupp	MSF	141.26
M J Leadbeatter	Groundsman	307.70
G Martin	Caretaker	237.52
B Tee	Village Warden	507.29
Inland Revenue	Tax and NI	<u>425.40</u>
Total		2,056.35

9 CORRESPONDENCE

1) Public Rights of Way

Members received a report on the recent routine maintenance programme.

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- 2) **Planning Sessions** **ACTION**
Members were invited to attend a session at Horsham District Council from 6.00 pm to 9.00 pm on Wednesday 31 March 2004. Mrs Hompstead said that she would like to attend.
 - 3) **ASHTAV Meeting** **NH**
Details were circulated of a meeting in Oxfordshire on 7 March on the Location of New Residential Development: Its Influence on Car Based Travel. Mrs Hompstead said that she would consider attending.
 - 4) **Barnhouse Close** **Clerk**
Copies were circulated of a letter from residents of Barnhouse Close expressing concern about the access to the new flats in Lower Street through Carpenters Meadow. It was agreed to forward the correspondence to the Director of Planning.
 - 5) **Amberley First School** **Clerk**
Mrs Botting said that the Chairman of Amberley Parish Council had asked for support in asking the County Council to reconsider its decision to close the School. It was agreed to write to the County Council.
 - 6) **Social Inclusion in West Sussex**
Members received copies of 'Bridging the Divide', West Sussex County Council's Strategy to Improve Social Inclusion in West Sussex 2003 – 2006
- 10 URGENT MATTERS RAISED BY COUNCILLORS**
- 1) **Developers** **Clerk**
Mr Foster expressed concern about approaches by developers to purchase a number of large properties.
 - 2) **Parking Restrictions**
Mr Bransden asked that the question of double lines in Brooks Way should be raised again with the County Council.
 - 3) **Rose & Crown**
Mrs Botting said she had heard that the Rose & Crown would be re-opening shortly.

The meeting closed at 9.50 pm.

..... Chairman

..... Date