

## **SOUTHWATER PARISH COUNCIL**

The Minutes of the **PLANNING COMMITTEE** Meeting held on Thursday, 13<sup>th</sup> June 2013 in the Council Chamber, Beeson House, Southwater commencing at 7.30 p.m.

**Present:**        **Chairman:**    **Mr L. Apted**

**Mr P. Buckley**  
**Mr G. Cole**  
**Mrs B. Varley**

**Mr A. Bull**  
**Mr R. Jackman**  
**Mr Watkins**

**Co-opted member:**        **Mr M. Neale**

**Clerk:**                        **Mrs. J. Nagy**

**County Councillor:**        **Apologies**

**District Councillors:**        **Apologies**

**Press:**                        **Not present**

**Members of the Public:**        **One**

### **P31/06/13        PUBLIC PARTICIPATION**

Mr Apted asked those present to turn off their mobile phones for the duration of the meeting, unless in an emergency, when they should go through the chair. In the event of a fire alarm sounding, everyone should evacuate the building via the exits indicated.

Mr Jackman said that he was of the opinion that the Council should adopt a common strategy to tackle the National Planning Framework, and to gain more respect from the District Council as the local planning authority, who currently over ride the Parish Council's views on applications. There are new members of the Parish Council who do not understand the village in strategic planning terms. He proposed that the members meet informally to discuss their views and be able to make observations. The Council is under pressure from residents to show that it is doing something in relation to development within the village.

Mr Bull said that the District Council has held planning training seminars in the past which had been very constructive.

The Deputy Clerk said that the District Council was planning to hold more such seminars in the near future. In addition, she had been tasked with contacting Ray Wright, the former head of planning at the District Council, now retired, to ask for training for Southwater on planning issues.

The Deputy Clerk said that she felt uncomfortable with the proposal that the Council agreed to meet in private, as this is illegal in her view, as all meetings of the Council should be transparent and open to the public.

Mr Jackman said that the group that he proposed would be informal.

Mr Neale asked what percentage of Parish Council recommendations were overridden by the District Council.

The Deputy Clerk said that the majority of recommendations/decisions were the same, but recently the Parish Council had objected to some applications as being contrary to the Parish Design Statement, which the District Council had permitted.

She had written to Rod Brown on the matter, but had yet to receive a reply.

Mr Jackman asked if new members had seen the “Vision for Southwater” document. The Deputy Clerk advised that this was an agenda item for discussion later in the meeting.

**It was agreed that the possibility of forming an informal group to discuss development would be put on the agenda for Full Council in June.**

**At this point, Mr Apted proposed the suspension of Standing Orders to allow members of the public to speak. This was seconded by Mr Buckley and agreed by all.**

Parish Councillor Mr Prosser-Snelling, who was present as a member of the public, not being on the Planning Committee, had nothing he wished to say at this point.

#### **Standing Orders were reinstated**

#### **P32/06/13 APOLOGIES**

There were apologies from Mr Diamond.

#### **P33/06/13 DECLARATIONS OF INTEREST**

There were no declarations of interest at this point.

#### **P34/06/13 MINUTES**

**RESOLVED by all present that the Minutes of the Planning Committee meeting held on Thursday, 9<sup>th</sup> May 2013 be accepted as a true and correct record of the meeting.**

#### **P35/06/13 CHAIRMAN’S ANNOUNCEMENTS**

Mr Apted reminded Councillors about the Civic Service to be held at the Holy Innocents Church on Sunday, 16th June commencing at 10am. He asked those Councillors who had not yet replied directly, to respond via the Clerks’ Office, who could reply on their behalf.

Mrs Varley said that she would be attending.

Mr Apted said that it was a shame that so few Councillors could attend, as only Mr Watkins and Mrs Varley, together with himself were going. The Deputy Clerk said that she was attending on behalf of the staff, who had also been invited.

Mr Bull said that unfortunately it was Fathers' Day, and many Councillors had commitments with their families.

**P36/06/13                   CORRESPONDENCE**

The Deputy Clerk reported the following correspondence:

Shingley Parish Design Statement

A copy of this document has been received.

CPRE Sussex Review

The Summer 2013 edition has been received.

**P37/06/13                   HORSHAM DISTRICT COUNCIL PLANNING FRAMEWORK**

Housing numbers and strategic sites will be discussed at a District Council meeting on Thursday, 25<sup>th</sup> July.

In the meantime, Strategic Planning Advisory Group meetings have been closed to the public.

Berkeley Strategic Application

The application has been put on hold again, until 30<sup>th</sup> June. Emma Parkes, the Senior Planning Officer responsible for this application is due to go on maternity leave in July, but she will be updating the Deputy Clerk prior to this.

**P38/06/13                   NEIGHBOURHOOD PLANS**

The Deputy Clerk said that the Council should now consider starting work on a Neighbourhood Plan. The first stage is to apply to the District Council for the parish of Southwater to be designated as a neighbourhood area.

**RESOLVED that the Deputy Clerk would apply for the parish of Southwater to be designated a neighbourhood area.**

It is now possible, since 1<sup>st</sup> May 2013, to apply for a grant for up to £7000 from Locality to assist in the production of the plan. However, a lot of background information on what action has taken place to date needs to be included.

**RESOLVED that the Deputy Clerk would apply for grant funding from Locality for the maximum amount necessary.**

The Deputy Clerk advised that the Council as a whole needs to consider the process by which it intends to carry out the writing of a Neighbourhood Plan. It should consider forming a Steering Group made up of two or three Councillors to lead the process, with the Deputy Clerk as the responsible officer. Once initial publicity had been undertaken, then representatives from the community, such as Community Groups, or interested individuals could be asked to join the Steering Group.

However, the Deputy Clerk has been advised that only community groups with constitutions can take part in the process.

In preliminary work, the Deputy Clerk has defined six areas which the Plan should cover, these being Environment, Economy, Society/Community, Culture, Heritage and Infrastructure. If these areas are acceptable, then sufficient numbers need to be on the Steering Group to take responsibility for each of them.

Mr Bull said that Sustainability should also be included as an area for consideration.

The Deputy Clerk suggested that all members of the Council should be considered for the Steering Group, not just those on the Planning Committee. She reported that she had already done some preliminary work on publicity, which would need to be agreed before being issued.

In addition, she is compiling copies of the latest policies relating to Southwater such as the Housing Survey and the Parish Design Statement to be used as background documents. She has also obtained copies of completed Plans, to use for reference.

She reported that both she and the Clerk would be attending a District Council Neighbourhood Planning Training Seminar on 20<sup>th</sup> June at 6pm at Billingshurst.

The Deputy Clerk suggested that she prepare a report on progress to date to discuss at Full Council, when the creation of a Steering Group can be discussed and agreed. Once this group is up and running, then work can commence, with this Group reporting to the Planning Committee.

**All agreed with this action.**

Mr Bull reported that he had attended a Chairmen's' Briefing Session yesterday, run by the County Association, where Nick Boles MP had given a presentation, where he seemed to imply that Neighbourhood Plans are the best things since sliced bread. He suggested that the Deputy Clerk apply for funding sooner rather than later as it was only available for a limited period.

He envisaged it would take 18 months to two years to complete a Plan.

The Clerk from Ferring has also given a presentation at the Briefing Session, having just completed a Neighbourhood Plan. Prior to this 95% of the residents were against development, as Ferring is very densely populated, with the National Park to the north, and the sea to the south. Ferring had recently taken two developments totalling 77 dwellings, but these do not count towards the Plan figures. He suggested that the Deputy Clerk look at Ferring's plan, which had received support from residents, and included provision for 50 houses.

Mr Jackman drew Councillors' attention to an article in the County Times by Ray Dawe, the Leader of the District Council, promoting growth, saying that he was part of the "lucky generation".

The Deputy Clerk said that the main costs of producing a Neighbourhood Plan would be to employ a consultant to assist with writing policies. In discussion with other Clerks, it appeared that other district councils had dismissed policies included in draft Plans, with no reason given.

**At this point, Mr Apted proposed the suspension of Standing Orders to allow**

**members of the public to speak. This was seconded by Mr Bull and agreed by all.**

Mr Prosser-Snellings said that as a member of SWAT, he could confirm that SWAT would be supportive in the production of a Neighbourhood Plan. He said that he was pleasantly surprised to hear of the progress already made.

**Standing orders were reinstated.**

**P39/06/13**

### **STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT (SHLAA)**

A copy of this document has been circulated to all Councillors for consideration at Full Council, the Clerk having obtained an extension to the consultation deadline.

Councillors may wish to consider the following points before Full Council:

- At the moment, the only criteria by which sites are to be assessed are “deliverable”, “developable” or “not currently developable”. Perhaps the District Council should consider some form of scoring system within each of these criteria, such as one to ten which would be more transparent.
- Many of the sites currently categorised as “not currently developable” may become so after the development west of Horsham has been completed
- The need to see the SHLAA documents for Shipley, which has a long boundary with Southwater and developments on this boundary would have considerable impact on Southwater
- The SHLAA is defined as “a portfolio of housing sites which may be picked for future planning purposes” which raises the question why Martindales and the site behind Millfield are included, as these are currently being developed.

The Deputy Clerk said that the mapping system allowed for areas of land to be measured, so that if a housing density is established in the Neighbourhood Plan, it can be calculated how many houses can “fit” on an area of land.

Mr Watkins said that housing density could vary dependent to the locality, and affordable housing, for example, had a higher density.

**Members will consider this document for discussion at Full Council.**

**P40/06/13**

### **“VISION FOR SOUTHWATER” DOCUMENT**

This document was published by Berkeley Strategic and issued to all District Councillors and Southwater Parish Councillors. At the request of the Parish Councillors, extra copies were given to the Deputy Clerk, to hold in the Parish Office for members of the public to read, but not to take away, which is minuted in the April Planning Committee meeting

Dr Cash asked the Deputy Clerk to publicise this document on Council social media sites, and that it be put on the agenda for tonight’s meeting. Dr Cash has posted information advising that the report was available to view in the parish office on his own Facebook page, and on the SWAT Facebook page.

As the Deputy Clerk has no further instruction from this Committee relating to this document, she seeks guidance as to how to proceed.

Mr Bull said that it was Berkeleys who restricted the distribution of this document. Mr Buckley agreed, saying that we can do nothing without Berkeley's approval since it had copyright over the document. However, Mr Buckley would not object posting on Facebook etc. the fact that the document is available for viewing in the parish office, but not to provide links to the document itself.

The Deputy Clerk advised that she only had hard copies of the document; she did not have any electronic version.

Mr Jackman said that Berkeleys had taken down the document from its own website.

Mr Watkins asked if Berkeley Strategic was expecting the Parish Council to comment on the document, as it could be regarded as pre-application advice.

The Deputy Clerk said that the document was for information only, and it did not conform to the Pre-Application Advice procedure agreed by the Parish Council. Berkeley Strategic was not requesting any comment on the document.

Mr Watkins said that many of the proposals outlined in the document were not achievable, such as provision of a secondary school.

Mr Bull said that Berkeleys proposed to supply land for a secondary school, not the school buildings. The need for a secondary school had been discussed at length, and it appeared that at this moment in time, there was no need for Southwater to have its own school, but WSCC had confirmed that there would be need by 2015.

**At this point, Mr Apted proposed the suspension of Standing Orders to allow members of the public to speak. This was seconded by Mr Buckley and agreed by all.**

Mr Prosser-Snelling said that Dr Cash had posted reference to the document's availability at the parish office on Facebook, which was minuted so therefore in the public domain, not the document itself. He was of the opinion that the Parish Council should publicise the document's availability more widely.

**Standing orders were reinstated.**

**RESOLVED that the Deputy Clerk would draft a letter for prior approval by Mr Apted and Mr Watkins, as Chair and Vice Chair of the Planning Committee, seeking clarification of the current status of the document, and the Parish Council's intention to publicise it more widely.**

**P41/06/13**

## **TREE PRESERVATION ORDERS AND OTHER TREE MATTERS**

### Mapping System

The Deputy Clerk reported that three members of staff, including her had received further training on the mapping system, specifically on the asset register aspect.

The TPO layer has now been added.

The mapping system will be useful in the Neighbourhood Plan process, as it can measure specific areas in hectares, and produce map with varying information added

as over lays. Indeed, Nuthurst Parish Council is to come to and see the system with a view to using it for its own Neighbourhood Plan.

#### Replacement Trees

At the last meeting, Mrs Alway asked when the tree felled on the green opposite the Village Hall in Church Lane would be replaced. The Deputy Clerk has asked the District Council, and the tree did not have a TPO and there are no plans for its replacement.

#### Poppy Close

Mrs Alway visited a property in Poppy Close, where the householder wanted two trees felled which over looked their garden.

Mrs Always noted that there was a dead branch in one of the trees.

**RESOLVED that as Mrs Alway is not present at the meeting her advice should be sought over what action if, any should be taken over the dead branch. Permission to fell the trees would not be given.**

### **P42/06/13 PUBLIC OPEN SPACE**

#### Skate Park

The order for the next stage of refurbishment has now been placed, with the work being programmed for the end of July

### **P43/06/13 HIGHWAYS, DRAINAGE, STREET NAMES, FOOTPATHS AND RIGHTS OF WAY**

#### Drainage at Blakes Farm Rd bridge

Investigations have revealed the existence of underground attenuation tanks in the Blakes Farm Rd/Southwater St area, taking the water away from the underground stream up by New Rd. Although not appearing on any map, the Clerk recalled being shown these in the past, and she has been proved correct.

One of pipes leading into the tank system was blocked, which could have been the cause of the flooding under the Southwater St bridge. All tanks have been inspected, with the exception of two, one of which it is believed is under the land adjacent to Blakes Farm Cottage in Southwater St and the other under Oakhurst Business Park. The entrance to these two cannot be found, and further work needs to be done.

Mr Cole said that the tanks would need regular inspection, and to be drained completely every few years.

**The Deputy Clerk will enquire as to what maintenance programme will be put in place for this system.**

#### Lintot Square

The District Council has appointed a contractor to carry out works in the Lintot Square/Fairbank Rd/Worthing Rd area prior to adoption by the County Council. These works are due to commence on 17th June for two weeks, and included pot hole repair, kerb replacement and white line marking.

Application	Applicant	Reason	Recommendation
DC/13/0353 Amended Plan Mr K. Diamond	Mr Paul Day 33 Eversfield Southwater	Proposed two storey side extension with loft room <i>Amended Plan</i>	Do not consider that the amendments overcome the original objection, which was object, due to overintensification of site, no in keeping with street scene and roof line is not hipped or dropped as per the Parish Design Statement
DC/13/0873 Mr P Buckley	Mr M Day 1 Birchwood Cottages, Shaws Lane	Retrospective application for construction of replacement barn	No objection
DC/13/0932 Mr G. Cole	Mr D Winderbank Wellfield House Southwater Street Southwater	Two storey rear extension	No objection
DC/13/0937 Mr L. Apted	Mr Stephen Wood Land West of Rascals Close Southwater	Revisions to DC/10/1834 (Erection of 29 No. dwellings, comprising 11 affordable homes (2 x 2 bed, 7 x 3 bed and 2 x 4 bed) and 18 open market dwellings (7 x 2 bed and 11 x 3 bed) with new roads, footpaths and vehicle hard-standing) to include revised layout, dwelling types/sizes and an additional 3 dwellings affecting plots 1-7, 11, 13-17, 18-20, 23-24 and 29	Object. Despite assurances that if the land were sold, the development would be built to permitted plan, this is not the case. The Parish Council lobbied strongly at pre-application stage for 4 bedroomed affordable houses to be included, as per the Housing Survey 2010. Therefore object strongly to the housing mix not including 2 x 4-bedroomed affordable homes as previous.
DC/13/0946 Mr L. Apted	Mr A. Carnegie Former Build Centre Station Rd	Construction of 11 dwellings and associated parking and access (Outline)	Object as previous. Overintensification of site, leading to a cramped street scene. Concerns over narrow access road, and access and sight lines onto Station Rd, where many local residents park. In addition, style of proposed dwellings is not in keeping with the area, and contrary to the Parish Design Statement.
DC/13/1012 Mr K. Diamond	Mr & Mrs P. Butler 30 Warren Drive, Southwater	Proposed first floor side extension, single storey side extension, detached double garage and conversion of existing garage	Object, as roof line not hipped or dropped as per Parish Design Statement
DC/13/1020 Mrs B. Varley	Mr J. Cashman Fordell, Shipley Road, Southwater	First floor side extension, single storey rear extension & front porch	No objection

There have been no appeals lodged since the last meeting.

Application	Applicant	Reason	Decision
DC/12/1908	Land south of Pond Farmhouse, Worthing Road	Application for a new planning permission to replace extant permission DC/09/1708 (Demolition of existing outbuildings and erection of 2 x 3-bed and 1 x 4-bed attached dwellings) in order to extend the time limit for implementation	Permitted
DC/13/0256	35 Millfield	Fell 1 x Oak Tree	Permitted
DC/13/0291	6 Netherton Close	Proposed new 4-bed dwelling	Withdrawn
DC/13/0384	10 The Forge	Proposed front and side extensions	Permitted
DC/13/0395	15 Leeds Close	Single storey rear extension	Permitted
DC/13/0403	The Coppice Tower Hill	Form new vehicle & pedestrian access	Permitted
DC/13/0548	Orchard Cottage Tower Hill	Single storey rear extension	Permitted
DC/13/0594	Ash Place Two Mile Ash	Application for a new planning permission to replace extant permission DC/10/1163 (Demolition of a garage and the wing of the house and the erection of a two storey extension) in order to extend the time limit for implementation	Permitted
DC/13/0608	36 The Fieldings	Surgery to 1 x Oak Tree	Permitted
DC/13/0638	120 Timbermill	Conservatory to rear of property	Permitted
DC/13/0629	36 Quarry Way	Single storey rear extension	Permitted
DC/13/0648	North Lodge Denne Park Horsham	Rear extension & alterations	Permitted Full Planning
DC/13/0649	North Lodge Denne Park Horsham	Rear extension & alterations	Granted (Listed Building Consent)
DC/13/0693	39 Millfield Southwater	Non-material amendment to previously approved SQ/29/98 (Single-storey side and 2-storey rear extensions and alterations) to include repositioning of the extension towards the rear and installation of a skylight in the flat roof	Permitted
DC/13/0740	23 Millfield	Surgery to 1 x Ash Tree	Permitted
DC/13/0791	12 Bottings Hill Cripplegate Lane	Retrospective non-material amendment to previously approved DC/11/2588 (Two storey side extension and part two storey and part single storey rear extension) to include an additional high level window on side elevation	Permitted

#### P47/06/13 PLANNING COMPLIANCE ACTION

##### 55, York Close

An application for surgery to one ash and one field maple was withdrawn in 1992. The householder has felled one of these trees, and has nearly completed the erection of a single storey rear extension. None of the trees have TPOs and the extension is permitted development, so the case is closed.

##### Martindales

An application for variation of condition to allow use of the Worthing Rd access for construction traffic has been lodged.

##### 7 & 8 The Glen

The householder and 7 The Glen was refused permission in 2006 to move the rear fence. However, this fence has recently been moved by the new householder, and an application has now been submitted.

#### P48/06/13 DATE OF NEXT MEETING –

**The date of the next meeting is Thursday, 11<sup>th</sup> July 2013**

**The meeting closed at 9.45 p.m.**