

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE
HELD ON THURSDAY 21ST MARCH 2019 AT 7.30pm
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

Present: Committee Members

Holbrook East:- Cllr Mrs R. Ginn*, Cllr Mrs F. Haigh*, Cllr T. Rickett BEM.

Holbrook West:- Cllr R. Knight, Cllr R. Millington, Cllr I. Wassell.

Roffey North:- Cllr J. Davidson, Cllr M. Loates (Vice Chairman)*, Cllr D. Searle*.

Roffey South:- Cllr Mrs J. Gough, Cllr R Turner (Chairman), Cllr Mrs S. Wilton.

*denotes absence

In attendance: Ross McCartney, Committee Clerk.

PET/596/19 Public Forum

There were two members of the 3rd Horsham Scouts, the Chairman and a member from 3rd Horsham Scouts executive committee that came to speak regarding DC/19/0394 – Land North of 73 Primrose Copse – Erection of 4.no two storey detached dwellings. The members notified the council on the scout groups current position where they; do not have their own space to meet, vacated site in cook road in conjunction with Horsham District Council (HDC) situating them at Holbrook Community Centre, as tenants, where the space is not suitable, currently have a waiting list for people that want to join, would like to increase the amount of days. It was also announced 3rd Horsham Scouts had not received correspondence from HDC regarding the site. As the scout group where unaware of the planning process, it was suggested for them to comment on the planning application and to get in with HDC.

PET/597/19 Apologies for absence

The Committee received apologies and reasons for absence from Cllr D. Searle, Cllr M. Loates and Cllr Mrs R. Ginn. Cllr Mrs. F. Haigh did not attend and did not give apologies.

PET/598/19 Declarations of Interest

There were no declarations of interest given.

PET/599/19 Minutes

The Minutes of the Committee Meeting held on 21st February 2019 were agreed and signed by the Chairman as a true record.

PET/600/19 Chairman's Announcements

1. The Parish Council received an e-mail response from the Street Scene Manager at Horsham District Council regarding a request to install and empty litter bins on the A264 Northern Bypass and the A24 south from Great Daux.

"Thank you for your email, my line manager and myself had the same discussion at the last liaison group meeting , we did explain that we would not be looking to put litter bins in the laybys because our experience is that they attract dumping , however we have put those laybys on a weekly

schedule for litter picking and obviously we will keep an eye on the situation and if they need more than a once a week litter pick then we will increase the frequency. Also we will be having enforcement days where we will be monitoring the trucks in particular and if we find any litter coming out of the trailers then we will be issuing Fixed Penalty Notices to the culprits. "

2. Copies of the Completion Memo and scanned signed Deed of Variation agreements for the Holbrook Club, Land at Jackdaw Lane (DC/16/2855) have been received by the Parish Council along with the report that explains why this is necessary. The Deed of Variation is in relation to the removal of the requirement for more than 50% of the Open Market Units to be occupied at the Holbrook Development site prior to the new pitches at Horsham Football Club facility being ready for use. North Horsham Parish Council objected to this proposal.

3. There was a site meeting with WSCC Highways, residents, Parish Councillors and WSC Councillor Andrew Baldwin on Friday 15th March 2019 at Lambs Farm Road to ascertain if there was a need to submit a TRO to extend yellow lines to stop inconsiderate parking by commuters.

PET/601/19 Tree Wardens role in Planning

Whilst Tree Wardens are appointed by the Parish Council, they are part of a wider network of Tree Wardens in West Sussex and West Sussex County Council (WSCC) provide insurance cover for them. The role is to signpost and pass information on to others, therefore the Public Liability insurance cover provided is adequate.

The WSCC Code of Conduct for Tree Wardens specifically refers to the Tree Wardens role in TPO/ Planning Matters and states that on no account should Tree Wardens give technical advice, make decisions or offer opinions on matters relating to tree health, pruning or felling. By asking the Tree Wardens to look at Planning Applications, the Parish Council is acting against advice and the Tree Wardens are not covered by the WSCC insurance policy.

WSCC's Zurich policy indicates that it covers Tree Wardens for tree surveys, hedge row surveys, tree planting and working with local groups.

It was RESOLVED;

- 1. To see if WSCC hold a job description for Parish Council Tree Wardens.**
- 2. Not to request Tree Wardens to look at Planning Applications for trees as the WSCC insurance doesn't cover this activity and the Tree Wardens Code of Conduct indicates that the role of the Tree Warden is not to give technical advice, make decisions or offer opinions on the health of trees, tree pruning or felling.**

PET/602/19 Saturday early morning train timetable for Littlehaven Station

A resident has highlighted a gap in service from trains travelling north to Gatwick/ London at Littlehaven Station on Saturday mornings.

It was reported the ticket machines at Littlehaven station often malfunction

and acquiring a ticket under these circumstances causes issues, due to a risk of missing trains as members of the public need to walk over the level crossing to access the alternative machine. Furthermore, the machines at the station are slow and the interface of the machines are not user friendly, making it difficult to access the correct tickets.

It was RESOLVED to write Govia Thameslink Railway encouraging them to;

1. **Investigate providing a train to fill a gap between 0657 and 0827 when trains travelling north do not stop at Littlehaven.**
2. **Improve the ticket machines services provided at the station.**

PET/603/19 Planning Appeal APP/P3800/W-18/3218965 Recycling, Recovery and Renewable Energy Plant at the former Wealden Brickworks, Langhurstwood Road.

It was RESOLVED to investigate costs in engaging a barrister or solicitor for when North Horsham Parish Council attend the appeal, including exploring advice, costings and possible sources of support through the Sussex Association of Local Council.

PET/604/19 Road Safety around Holbrook School

The Headmaster at Holbrook School and a resident have expressed concerns regarding the safety of primary school children due to poor visibility, speeding and general road misuse around Holbrook School. The Headmaster and resident are working to coordinate a joint effort to urge action to be taken to improve the safety of the area for children, parents and the wider community. The Clerk has directed them to their County Councillor and to the West Sussex County Council Local Committee in North Horsham which next meets in June 2019 and where there is a public forum.

It was RESOLVED to be in support of measures to reduce congestion and encourage the Headteacher of Holbrook School and local residents to actively investigate measures to relieve traffic safety issues.

PET/605/19 Planning Appeals

There were no planning appeals.

PET/606/19 Planning Applications

Members noted receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 21st February 2019 and considered each application in turn.

It was RESOLVED that the Committee's comments on each planning application be forwarded to HDC (appended as part of the minutes).

PET/607/19 Planning Decisions

An ongoing schedule of planning decisions made by HDC had been circulated to members of the Committee.

It was RESOLVED to note the schedule of planning decisions.

PET/608/19 Date of next Meeting

The next meeting is scheduled for Thursday 25th April 2019 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.32 p.m.

.....Chairman

.....Date

NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
21ST MARCH 2019

DC/19/0039	Holbrook East
<p>Site Address: The Holbrook Club North Heath Lane</p> <p>Proposal: Variation of condition 1 of previously approved application reference: DC/18/1433 (Proposed change of use from indoor rifle range to Gymnasium (Class D2) and associated external works including creation of a new entrance with canopy to rear, side fire exits with associated escape ramp to northern side. Installation of 3x roof lanterns and 3x wall mounted air conditioning units to rear elevation) Relating to the repositioning of proposed entrance to the building from the rear eastern elevation to the front western elevation, incorporating an access ramp and the removal of 1no parking space.</p>	
<p>Parish Council Comment</p> <p>No objection.</p>	
HDC Decision	

DC/19/0369	Roffey South
<p>Site Address: 18 South Holmes Road</p> <p>Proposal: Removal of all existing single glazed timber and existing PVC-u windows, replacement with reinforced PVC-u double glazed windows.</p>	
<p>Parish Council Comment</p> <p>No objection.</p>	
HDC Decision	

DC/19/0370	Roffey South
<p>Site Address: 2 South Holmes Road</p> <p>Proposal: Removal of all existing single glazed timber and existing PVC-u windows and replacement with new reinforced PVC-u double glazed windows.</p>	
<p>Parish Council Comment</p> <p>No objection.</p>	
HDC Decision	

DC/19/0371	Roffey South
<p>Site Address: 1 South Holmes Road</p> <p>Proposal: Removal of all existing single glazed timber and existing PVC-u windows and replacement with new reinforced PVC-u double glazed windows.</p>	
<p>Parish Council Comment</p> <p>No objection.</p>	
HDC Decision	

DC/19/0372	Roffey South
Site Address: 39 South Holmes Road	
Proposal: Removal of all existing single glazed timber and existing PVC-u windows and replacement with new reinforced PVC-u double glazed windows.	
Parish Council Comment No objection.	
HDC Decision	

DC/19/0392	Roffey North
Site Address: 8 Farhalls Crescent	
Proposal: Erection of a single storey front and rear extension with internal alterations	
Parish Council Comment No objection.	
HDC Decision	

DC/19/0394	Holbrook West
Site Address: Land North of 73 Primrose Copse	
Proposal: Erection of 4.no two storey detached dwellings	
Parish Council Comment Strongly object on the grounds of overdevelopment, parking issues the development impose on the current roads and on the proposed site, and loss of amenity space. The Parish Council want to see the land retained for community use. Furthermore, North Horsham Parish Council would like to receive a response from Horsham District Council regarding the section 106 covenant (point 6 – provision of a scout facility) that was originally put in place and where application S106/18/004 sought to remove it, this application was later withdrawn and no other known application to remove the condition had been established. The parish council hold the same view as previously put forward on application S106/18/004 – ‘Strongly object on the basis that the land was originally set aside for community use and its retention for such future use should remain secure. The application states that the origin of the planning obligation is unknown however, the parish council would like to note the obligation must have been negotiated during the course of the original application. The Parish council would also like to know if HDC have been in contact with the Scouts, to ensure that they are aware there is a provision for such a facility.’ The Parish Council has received direct representation from 3 rd Horsham Scout Group and it's been noted there has been no means of contact between the scout group and HDC to investigate the use of this land and the covenants set out in the section 106 agreement. It was also noted the 3 rd Horsham Scout Group were interested in using this land for their headquarters as they are currently situated in a temporary location and are looking to expand.	
HDC Decision	

DC/19/0434	Holbrook West
Site Address: 4 Holbrook Park Old Holbrook	
Proposal: Removal of a modern internal partition wall and installation of 3no. roof lights to north elevation (Listed Building Consent)	
Parish Council Comment No objection.	
HDC Decision	

DC/19/0448	Roffey South
Site Address: 63 South Holmes Road	
Proposal: Removal of all existing single glazed timber windows and replacement with reinforced PVC-u double glazed windows	
Parish Council Comment No objection.	
HDC Decision	

DC/19/0449	Roffey South
Site Address: 151 South Holmes Road	
Proposal: Removal of existing single glazed timber windows and double glazed PVCu windows, with replacement for new reinforced PVC-u double glazed windows.	
Parish Council Comment No objection.	
HDC Decision	

DC/19/0451	Roffey South
Site Address: 235 South Holmes Road	
Proposal: Removal of existing single glazed timber windows and existing PVCu windows for replacement with new reinforced PVC-u double glazed windows.	
Parish Council Comment No objection.	
HDC Decision	

DC/19/0477	Roffey South
Site Address: 82 South Holmes Road	
Proposal: Removal of existing single glazed timber windows and double glazed PVCu windows, with replacement for new reinforced PVC-u double glazed windows.	
Parish Council Comment No objection.	
HDC Decision	

DC/19/0478	Roffey South
Site Address: 99 South Holmes Road	
Proposal: Removal of existing single glazed timber windows and double glazed PVCu windows, with replacement for new reinforced PVC-u double glazed windows.	
Parish Council Comment	
No objection.	
HDC Decision	

DC/19/0479	Roffey South
Site Address: 119 South Holmes Road	
Proposal: Removal of existing single glazed timber windows and double glazed PVCu windows, with replacement for new reinforced PVC-u double glazed windows	
Parish Council Comment	
No objection.	
HDC Decision	

DC/19/0523	Roffey North
Site Address: 14 Dale Close	
Proposal: Demolition and erection of 4.no garages on existing foundation	
Parish Council Comment	
No objection.	
HDC Decision	

DC/19/0526	Holbrook West
Site Address: 13 Woodmancote Court Blenheim Road	
Proposal: Erection of a single storey rear extension	
Parish Council Comment	
No objection.	
HDC Decision	

DC/19/0565	Holbrook West
Site Address: Boxer Retreat Langhurst Wood Road	
Proposal: Retrospective application for the flexible change of use to dual use for part of Boxer Retreat for either Residential (Use Class C3) or Beauty Spa (Sui Generis)	
Parish Council Comment	
No objection.	
HDC Decision	

DC/19/0592	Roffey North
Site Address: Allotments Amberley Close	NHPC owned tree
Proposal: Fell 1 x Oak	
Parish Council Comment No comment made.	
HDC Decision	

WSCC/031/19	Holbrook West
Site Address: North Heath Community Primary School Erica Way	
Proposal: Development of school field to provide an artificial grass, all weather daily mile track	
Parish Council Comment No objection.	
HDC Decision	