

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE  
HELD ON THURSDAY 25<sup>TH</sup> APRIL 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.

***Prior to the meeting at 7pm the Senior Planning Officer and Principle Planning Officer from Horsham District Council were available to discuss the Strategic Housing Economic and Land Availability Assessment (SHELAA) Housing Land Report.***

**PET/609/19 Public Forum**

There were two members of public present on behalf of residents of Lambs Farm Road, Morrell Avenue, Rough Way and Farhalls Crescent. A Traffic Restriction Order application (see attached) was presented to the committee regarding parking associated with Littlehaven Station.

**PET/610/19 Apologies for absence**

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

**PET/611/19 Declarations of Interest**

There were no declarations of interest given.

**PET/612/19 Minutes**

The Minutes of the Committee Meeting held on 21<sup>st</sup> March 2019 were agreed and signed by the Chairman as a true record.

***With agreement of the committee item 8 was moved forward to this point in the meeting.***

**PET/613/19 TRO for Lambs Farm Road**

A Traffic Regulation Order (TRO) (see attached) was put forward by residents of Lambs Farm Road, Morrell Avenue, Rough Way and Farhalls Crescent to address concerns regarding parking associated with Littlehaven Station.

**It was RESOLVED to support the resident's request for a Traffic Regulation Order application and write to West Sussex County Council and the West Sussex County Councillor for Horsham East. In addition,**

**the committee resolved to request that a visual plan be forwarded to North Horsham Parish Council to finalise the committee's support.**

*Both members of public left the meeting.*

### **Chairman's Announcements**

1. The Parish Council has been notified that a Road Space Audit is scheduled for Horsham in the future. This is where an independent body assesses the road markings and signs within the town and designated additional areas. WSCC Cllr Andrew Baldwin has asked that the area around Littlehaven Railway Station be included. Road Space Audits can take a long time and the recommendations can include removing road markings and signs as well as commissioning more.
2. Following last month's meeting information has been circulated to all Councillors on the role and remit of Tree Wardens, this includes the Tree Warden's Code of Conduct, The WSCC Tree Warden insurance, Tree Warden's Leaflet, WSCC Tree Warden information, an e-mail from the County Arboriculturist and notification of links to the WSCC website where there is a specific page on 'information for parish councils'.  
<https://www.westsussex.gov.uk/land-waste-and-housing/public-paths-and-the-countryside/tree-warden-volunteer/#what-are-tree-wardens> especially the second page and scroll down to 'information for parish councils' or see it here:  
[https://www.westsussex.gov.uk/media/8098/treewardens\\_parishcouncils.pdf](https://www.westsussex.gov.uk/media/8098/treewardens_parishcouncils.pdf)
3. The Parish Council has received a Notification of S278/38 highways agreement at North Horsham, Rusper Roundabout. This is for the construction of a signalised roundabout to replace Rusper Road roundabout on the A264 and the construction of a 4arm roundabout on Rusper Road with a Pegasus crossing. Rusper Parish Council has already responded to draw attention to the omission of traffic calming. This will be raised at the North Horsham Parish Liaison Meeting on 30th May 2019 and a Highways Engineer from WSCC will be invited to the meeting to explain this further.
4. The Planning, Environment and Transport had a budget of £2,250 for 2018/19. The year end figures show a spend of £737 throughout the year. This was broken down to £526.20 for Tree Warden Training and Expenses and £211.10 for a "Cut Your Engine" sign at Littlehaven Station. There remains £8,035 in an Ear Marked Reserve. The budget for 2019/20 is £2,250.
5. Cllr A. Britten notified NHPC that at Horsham District Councils' Full Council meeting held on 24th April 2019 on functions responsibilities and constitution of planning committees at Horsham District Council, HDC agreed, by a vast majority vote, that there would be no constitution changes

to HDC's Planning Committee.

**PET/614/19 Strategic Housing Land Availability Assessment (SHELAA) 2018 Housing Report**

A Horsham District Council Senior Planning Officer and Principle Planning Officer will be coming to speak to the committee to explain and expand on their response to North Horsham Parish Council's initial SHELAA consultation comments. This was be held at 7pm prior to this planning meeting.

**In indicating its thanks to the District Council officers for attending the meeting and explaining the reasons for the inclusion of sites in the SHELAA, it was RESOLVED to write to Horsham District Council reiterating concerns on the following sites listed in the SHELAA: Roffey Sports and Social Club (SA145), Parsonage Farm (SA144), Land at Newhouse Farm (SA127), Langhurstwood Road (SA444) and all the sites marked as not currently developable north of the Legal and General development (previously Liberty development) (SA363, SA750, SA751).**

**PET/615/19 Grass verges**

West Sussex County has agreed North Horsham Parish Council can use their template letter (see attached) they send out to residents regarding parking on grass verges. As NHPC does not have the resources to carry out this task any future concerns regarding grass verges should be reported to WSCC.

**It was RESOLVED to note the current resources available to the Parish Council and to prepare an item to go in the earliest possible edition of the Horsham Pages aiming to prevent parking on grass verges.**

**PET/616/19 Constitution changes to Horsham District Council's Planning Committee**

Cllr A. Britten notified NHPC that at Horsham District Councils' Full Council meeting held on 24th April 2019 on functions responsibilities and constitution of planning committees at Horsham District Council, HDC agreed, by a vast majority vote, that there would be no constitution changes to HDC's Planning Committee.

**It was RESOLVED to write to Horsham District Council to invite them to consult Parish Councils on constitution and process changes in the future.**

**PET/617/19 Professional Support for the hearing for the appeal against WSCC/015/18/NH Wealden Brickworks – Energy from Waste Facility (Incinerator).**

Surrey and Sussex Association of Local Councils has suggested a solicitor that offers a junior planning barrister. The cost is difficult to advise as until they have seen the application and understand what representations the

Council wants to make there is little to go on. The MINIMUM cost will be £2,000 plus VAT but of course, this could rise significantly the more work is required.

**It was RESOLVED to**

1. Agree to continue to seek professional support to assist representing the Parish Council's stance at the appeal stage.
2. To seek support from neighbouring Parish Councils to include; Rusper, Colgate, Warham, Slinfold and Broadbridge Heath.

**PET/618/19 Community Land Trust**

Notes of the meeting will be circulated prior to the meeting by e-mail.

**It was RESOLVED to invite members of an established Community Land Trusts groups to talk to the CLT working party so that a better understanding of the process and requirements can be gained.**

**PET/619/19 Planning Appeals**

<b>REASONS FOR APPEAL</b>	Refused permission to vary or remove a condition(s).
<b>APPLICATION REFERENCE</b>	DC/18/0055
<b>WARD</b>	Roffey North
<b>APPLICATION</b>	Variation of Conditions 4 and 7 to previously approved DC/11/1660
<b>SITE</b>	Enterprise House 80 Lambs Farm Road
<b>PC COMMENTS</b>	No objection. However, the Committee reiterated its view regarding concerns of the potential nuisance from cooking smells and would like reassurance that the ventilation system is adequate and working at maximum capacity to reduce unwanted odours.
<b>APPEAL DECISION</b>	<b>LODGED – dealt with by way of Written Representation. All representations must be received by 26<sup>th</sup> April 2019.</b>

<b>REASONS FOR APPEAL</b>	Refused permission to vary or remove a condition(s).
<b>APPLICATION REFERENCE</b>	DC/18/2697
<b>WARD</b>	Roffey South
<b>APPLICATION</b>	Erection of a part two storey and part single storey over existing building.
<b>SITE</b>	202, Crawley Road
<b>PC COMMENTS</b>	Objection due to the fact it's not in keeping with the longstanding character and street scene of Crawley Road and the subsequent adverse effect on adjacent areas.
<b>APPEAL DECISION</b>	<b>LODGED</b>

**PET/620/19 Planning Applications**

Members noted receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 21<sup>st</sup> March 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/621/19 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/622/19 Date of next Meeting**

The next meeting is scheduled for Thursday 23<sup>rd</sup> May 2019 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.50 p.m.

.....Chairman

.....Date

**NORTH HORSHAM PARISH COUNCIL**  
**SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION**  
**25<sup>TH</sup> APRIL 2019**

<b>DC/19/0554</b>	<b>Holbrook West</b>
<b>Site Address:</b> Holmwood House, Broadlands Business Campus Langhurst Wood Road	
<b>Proposal:</b> Amendments to hard landscaping to front and rear entrances	
<b>Parish Council Comment</b> No objection	
<b>HDC Decision</b>	

<b>DC/19/0590</b>	<b>Roffey South</b>
<b>Site Address:</b> 32 Sycamore Avenue	
<b>Proposal:</b> Retrospective application for the erection of a single storey front and side extension	
<b>Parish Council Comment</b> No objection	
<b>HDC Decision</b>	

<b>DC/19/0619</b>	<b>Roffey South</b>
<b>Site Address:</b> 42 South Holmes Road	
<b>Proposal:</b> Removal of existing single glazed timber and existing PVC-u windows and replacement with reinforced PVC-u double glazed windows.	
<b>Parish Council Comment</b> No objection	
<b>HDC Decision</b>	

<b>DC/19/0630</b>	<b>Roffey South</b>
<b>Site Address:</b> Land at Forest Close	
<b>Proposal:</b> Surgery to 2 x Lime Trees	
<b>Parish Council Comment</b> No objection subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	

<b>DC/19/0634</b>	<b>Roffey North</b>
<b>Site Address:</b> 8 Searles View	
<b>Proposal:</b> Erection of a single storey rear extension, first floor side extension, rear conservatory and internal alterations	
<b>Parish Council Comment</b> No objection	
<b>HDC Decision</b>	

<b>DC/19/0641</b>	<b>Holbrook East</b>
<b>Site Address:</b> 17 Lemmington Way	
<b>Proposal:</b> Conversion of loft into habitable living space with the installation of dormers to the rear and side (Certificate of Lawful Development - Proposed)	
<b>Parish Council Comment</b> No objection	
<b>HDC Decision</b>	

<b>DC/19/0696</b>	<b>Holbrook West</b>
<b>Site Address:</b> 28 Cook Road	
<b>Proposal:</b> Installation of level access ramp addition to front of property leading to existing front door.	
<b>Parish Council Comment</b> No objection	
<b>HDC Decision</b>	

<b>DC/19/0717</b>	<b>Holbrook West</b>
<b>Site Address:</b> Erica House 2 Erica Way	
<b>Proposal:</b> Erection of a single storey front, side and rear extension.	
<b>Parish Council Comment</b> No objection	
<b>HDC Decision</b>	

<b>DC/19/0734</b>	<b>Holbrook West</b>
<b>Site Address:</b> 1 Heath Way	
<b>Proposal:</b> Erection of a two storey detached dwelling	
<b>Parish Council Comment</b> Objection on the grounds it would be an overdevelopment of the site and the council hold concerns for the access point and if it can be utilised safely.	
<b>HDC Decision</b>	

<b>DC/19/0737</b>	<b>Holbrook East</b>
<b>Site Address:</b> 32 Beaver Close	
<b>Proposal:</b> Demolition of existing conservatory and erection of a single storey rear extension.	
<b>Parish Council Comment</b> No objection	
<b>HDC Decision</b>	

<b>DC/19/0754</b>	<b>Roffey North</b>
<b>Site Address:</b> 36 Parsonage Road	
<b>Proposal:</b> Surgery to 1 x Beech	
<b>Parish Council Comment</b>	
No objection subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	

<b>DC/19/0757</b>	<b>Holbrook West</b>
<b>Site Address:</b> 2 Cadogan Place North Heath Lane	
<b>Proposal:</b> Replacement of double glazed windows	
<b>Parish Council Comment</b>	
No objection	
<b>HDC Decision</b>	

<b>DC/19/0764</b>	<b>Holbrook East</b>
<b>Site Address:</b> 14 Reapers Close	
<b>Proposal:</b> Non material amendment to previously approved DC/16/2043 (Single storey front and rear extensions) Relating to roof profile to west boundary	
<b>Parish Council Comment</b>	
No objection	
<b>HDC Decision</b>	

<b>DC/19/0794</b>	<b>Roffey North</b>
<b>Site Address:</b> 137-139 Crawley Road	
<b>Proposal:</b> Variation of condition 1 on previously approved DC/15/0767 (Consolidation and construction of a rear extension to the existing retail store/showroom fronting Crawley Road together with the demolition of ancillary showroom/building at the rear and construction of a replacement single storey showroom/building). Relating to installation of stairs to west elevation, metal capping over roof of single storey rear extension, revised windows on north and east first floor elevations and changes to external parking.	
<b>Parish Council Comment</b>	
No objection. The Parish Council would like to receive information on what is planned for the building's future use.	
<b>HDC Decision</b>	

<b>DC/19/0795</b>	<b>Holbrook East</b>
<b>Site Address:</b> 7 Allcard Close	
<b>Proposal:</b> Erection of a first floor side extension	
<b>Parish Council Comment</b>	
No objection	
<b>HDC Decision</b>	

<b>DC/19/0841</b>	<b>Roffey North</b>
<b>Site Address:</b> 50 Rusper Road	
<b>Proposal:</b> Erection of a single storey rear extension and conversion of loft including the installation of dormers to front and rear elevations.	
<b>Parish Council Comment</b> No objection	
<b>HDC Decision</b>	

<b>DC/19/0856</b>	<b>Roffey North</b>
<b>Site Address:</b> 55 - 57 Rusper Road	
<b>Proposal:</b> Reconfiguration of entrance door and adjacent shop front window.	
<b>Parish Council Comment</b> No objection	
<b>HDC Decision</b>	

<b>DC/19/0863</b>	<b>Roffey South</b>
<b>Site Address:</b> 20 Furzefield Road	
<b>Proposal:</b> Erection of a single storey rear extension.	
<b>Parish Council Comment</b> No objection	
<b>HDC Decision</b>	

<b>WSCC/034/19</b>	<b>Holbrook West</b>
<b>Site Address:</b> Holbrook Primary School Holbrook School Lane	
<b>Proposal:</b> The installation of an external play area (Trim Trail area). Works to include installation of blue recycled rubber-bonded mulch surfacing laid directly onto existing grass. Includes weedkiller treatment and layer of geotextile membrane. Works to include Timber adventure trail 16, A-Frame double net and Treadmil.	
<b>Parish Council Comment</b> No objection	
<b>HDC Decision</b>	