

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE  
HELD ON THURSDAY 19<sup>TH</sup> SEPTEMBER 2019 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

**Present:** Committee Members

Cllr M. Cockerill, Cllr J. Davidson (Vice Chairman), Cllr Mrs R. Ginn, Cllr Mrs J. Gough, Cllr R. Knight, Cllr D. Mahon, Cllr R. Millington, Cllr T. Rickett BEM\*, Cllr D. Searle, Cllr R. Turner (Chairman), Cllr I. Wassell, Cllr Mrs S. Wilton.

\*denotes absence

**In attendance:** Ross McCartney – Committee Clerk.

Prior to the meeting, from 7pm to 7.30pm PCSO Baxter attended the meeting to present information on the Sussex Police Speedwatch Initiative. All Councillors were welcomed. The Chairman thanked PCSO Baxter.

**PET/689/19      Public Forum**

There were 3 members of public present. All were members of the No Incinerator 4 Horsham (NI4H) lobbying group. They raised a query regarding information contained in the proposed speech to be given by the Parish Council at the appeal hearing for planning application WSCC/015/18/NH: Recycling, Recovery and Renewable Energy and Ancillary infrastructure at the former Wealden Brickworks, Langhurstwood Road (see PET/697/19). It was suggested that the 'exhaust plume raising hundreds of metres into the sky' required evidence otherwise this would be contested and dismissed at the appeal. They also referred to concerns regarding commercial vehicle parking in the laybys on the A264 generated by lorries waiting to access the proposed facility.

**PET/690/19      Apologies for absence**

The Committee received apologies and reasons for absence from Cllr T. Rickett BEM.

**PET/691/19      Declarations of Interest**

Cllr D. Searle declared a personal interest in application DC/19/1822 and DC/19/1883 as the applicants were known to him.

**PET/692/19      Minutes**

The Minutes of the Committee Meeting held on 22<sup>nd</sup> August 2019 were agreed and signed by the Chairman as a true record.

*With the agreement of the Council, the Chairman adjourned the meeting whilst representatives of the Bohunt School made a brief presentation and took questions from Councillors. The Bohunt School will be sited on the*

*development north of Horsham.*

#### **PET/693/19**

#### **Chairman's Announcements**

1. As agreed at North Horsham Parish Council's Planning Committee on 22nd August 2019, Cllr Mrs J. Gough spoke at Horsham District Council's (HDC) Full Council meeting on the 4th September 2019 regarding DC/18/2687 – Former Novartis Site Parsonage Road, Outline planning application for the erection of up to 300 dwellings. It was reported that the comments were well received. The application was deferred until the next full HDC Meeting.
2. A meeting with Parish Councillors, HDC and the HDC Cabinet Member for Horsham Town (Cllr P Burgess) to discuss the development of 4 houses on School Lane and their relationship to the Scout Hut will take place on 23rd September 2019. Information will be reported back at the next Planning Meeting. Cllr R. Knight is unable to attend the meeting and has been replaced with Cllr S. Wilton.
3. The Parish Council received an invitation to a Stakeholder workshop for the Local Cycling and Walking Infrastructure Plan for Horsham on Friday 13th September 2019, Cllr J Gough volunteered to represent the Parish Council.

#### **PET/694/19**

#### **Financial Report to 31<sup>st</sup> August 2019.**

The Committee considered an electronic financial report for Planning circulated with the agenda.

#### **It was RESOLVED:-**

- 1. To note that there has been no expenditure recorded in the Parish Council accounts to 31st August 2019 by the Planning Committee and that the balance remains at £2,250.**
- 2. To note that there is a commitment of around £350 for bicycle stands on the corner of Fitzalan Road and Howard Road.**
- 3. To note that there is an Ear Marked Reserve of £8,035 for professional support in regard to large planning applications.**

#### **PET/695/19**

#### **Considerations for the 2020/21 budget**

The Planning, Environment and Transport Committee considered the revenue budget for 2020/21 and the proposal to include £2,000 for small environmental or transport projects and £250 for small items required by the Tree Wardens. No change was made to the forecast for 2019/20.

Cllr Turner had suggested that the installation of boundary signs be considered on the key routes into North Horsham parish to raise the profile of the parish and the Parish Council.

Potential key 'gateways' are;

- Pondtail Road, near to the railway bridge,

- Rusper Road leading from Rusper
- The A264 to the west by the railway line to the east at the boundary with Colgate.
- Forest Road
- Old Holbrook
- Langhurstwood Road
- The roundabout at Harwood Road, Redkiln Way and Comptons Lane
- The roundabout at Kings Road, Crawley Road, Rusper Road and Parsonage Road,
- Wimblehurst Road near to the railway bridge

West Sussex County Council (WSCC) advise that the Parish Council would need to commission a company to design a sign proposal that is compliant with the "Traffic Signs Regulations and General Directions 2016 and Chapter 7 of the Traffic Signs Manual 2013." Care has to be taken that the sign doesn't detract from other signs that give important instruction for road users. The size of the sign is dictated by the location and where it can be located is dictated by the physical ability to install it in a suitable and safe position. The signs may be mounted on one pole or two poles depending on the location.

A contractor with £10 million public liability and New Roads and Street Works 1991 accreditation is required to install road signs.

When completed, the signs would be under the control of WSCC but remain the responsibility of the Parish Council who would be liable for maintenance, cleaning and any damage. Insurance for replacement signs or theft, vandalism or damage is required.

WSCC could help facilitate a project such as this but, once a sign and locations have been agreed by WSCC, it would be cheaper if the Parish Council arranged for the production of the sign and installation.

Initial estimated costs for this project are:-

Non refundable fee of £311.15 for assessing the application*	£311.15
Signs with steel posts x 9 supply and delivery @£1,500 per sign	£13,500.00
Installation approximately 4 days @ £610 per day	£ 2,440.00
Additional installation materials	£ 1,000.00
<b>Total</b>	<b>£17,251.15</b>

\*This may not be applicable.

There would be ongoing costs for maintenance, insurance and cleaning possibly £1,000 per year.

Following discussion the Committee considered that this would be a worthwhile project to support. At this stage the Committee were putting forward a request to the Finance and Administration Committee for money to be included in the 2020/21 budget. The request would be for £18,000 but it was accepted that the project could be phased over several years. If the money were agreed, proposals for the signs would be developed, possibly

by a working party.

**It was RESOLVED to:-**

- 1. To keep the forecast for 2019/20 as is.**
- 2. To set aside £2,000 in the 2020/21 budget for small environmental or transport projects.**
- 3. To set aside £250 in the 2020/21 budget towards small items required by the Tree Wardens.**
- 4. To recommend to the Finance and Administration Committee that £18,000 is put into the 2020/21 budget for North Horsham Parish welcome signs at the borders of the parish. This could be on a phased basis with proposals to be drawn up and agreed by the Planning , Environment and Transport Committee in the future.**

**PET/696/19      Community Land Trust.**

The notes from the Community Land Trust (CLT) meeting held on 11<sup>th</sup> September 2019 were not available for the meeting. These will be presented at the next Planning Committee on 31<sup>st</sup> October 2019.

The North Horsham CLT working party presented a request for £1,000 to the Planning, Environment and Transport Committee to promote the initiative within the local community and to encourage local people to join the CLT with an aim of a co-exhibition with Legal and General after a positive meeting.

The breakdown of the £1,000 was as follows:-

Join CLT network - £50

Printing for flyers - £300

Banner - £100

Social Media, Website, Facebook and Twitter - £500

The Planning Committee doesn't have the delegated authority to allocate funding for items not included in the original budget, therefore a recommendation will be made to the Finance and Administration Committee to release funding for the purpose identified by the CLT working party.

The North Horsham Parish CLT will look to approaching the Parish Council to give formal support for the project and to ascertain what ongoing support it would be willing to give after November 2019. This could be free hire of a room at one of the Parish Council Halls at a time that will not compromise other hires. The Council may also consider providing administrative support by the Clerk until a Steering Committee is formed.

The projected time line for the CLT Working Party to achieve their initial aim to get sufficient volunteers (5-10) to set up a CLT, to provide at least 6 community homes for perpetuity for North Horsham and to work towards setting up a CLT Steering Group is as follows:-

Meeting with Legal and General representative – 11<sup>th</sup> September 2019  
Finance Meeting to consider funding – September 2019  
Discuss CLT with Legal and General further at Parish Liaison Meeting – 4<sup>th</sup> October 2019  
Meeting with HDC – October 2019  
Advertisement of the CLT in North Horsham – late October 2019  
Support from Parish Council – November 2019  
Date for formation of Steering Committee for the CLT leading to completion of the Working Party investigation – December 2019

Following consideration, the Committee **RESOLVED**:-

- 1. To agree the basic aim of the CLT working party which is to get sufficient volunteers (5-10) to set up a Community Land Trust, to provide at least 6 community homes for perpetuity for North Horsham and to work towards setting up a CLT Steering Group.**
- 2. To recommend that up to £1,000 for start up costs were approved by the Finance and Administration Committee.**
- 3. To request that the Chairman of the Finance Committee convenes an Extraordinary Finance and Administration Committee Meeting to agree expenditure up to £1,000 on a Community Land Trust.**
- 4. To agree the time line as outlined above for the initial phases leading to the formation of a CLT Steering Group.**
- 5. To agree that the CLT working party co-exhibits with Legal and General at their consultation meetings scheduled for late October 2019 with an aim of encouraging local people to join the CLT.**
- 6. To agree that the CLT makes contact with HDC to register their potential interest in forming a CLT.**
- 7. To request a formal statement of support for the CLT from the Parish Council and commitment as to what support they will give the CLT.**

**PET/697/19      WSCC/015/18/NH: Incinerator – speaking at the appeal hearing.**

The Committee considered a draft speech to be given by Cllr Turner or Cllr Rickett BEM at the appeal hearing for WSCC/015/18/NH. The Inquiry into the appeal will start at 10.00am on Tuesday 29 October 2019 at Horsham Sports Club, Cricketfield Road, RH12 1TE and is expected to continue for twelve days over three weeks, excluding Mondays.

It was **RESOLVED**:-

- 1. To agree the speech in principle subject to some slight re-wording to encompass environmental and factual comments made at the meeting.**
- 2. For the Chairman of the Planning, Environment and Transport (PET) Committee to call an Extraordinary PET meeting to consider any representations that could be made at the appeal**

**regarding the adverse effects that commercial vehicles parking in lay-bys on the A264 as a result of waiting to access the proposed incinerator could have on the local environment.**

**PET/698/19 WSCC weedkilling strategy.**

Information on WSCC weed control/spraying programme can be found on WSCC website: <https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/road-and-roadside/weed-control/>. Reporting noxious weeds or problems on roads and pavements can be done online, by phone or via WSCC smartphone app 'Love West Sussex'.

The Committee considered an extract from the minutes of Horsham Association of Local Councils (HALC) meeting held on 12<sup>th</sup> September 2019 which stated that "WSCC need to save a further £1.8m on their highways budget". Actions to achieve these savings included "stopping cyclical gulley cleaning, reducing the number of highway grass cuts per annum from 7 to 5, halting weed spraying unless a safety issue, only replacing lines and signs for safety and reducing winter gritting from 41% to 31%."

Following debate, the Committee **RESOLVED to write to WSCC to express concern that;**

- 1. The reduction in weedkilling has resulted in the road edges and verges in North Horsham appearing unsightly.**
- 2. Issues with Highways drainage could become exacerbated by weeds growing in the drainage channels.**
- 3. The surface of the Highway is damaged by weed growth and the damaged area enables water to enter the small fissures that are created. Once the fissures fill with water they are more likely to form larger holes which will have a financial impact on WSCC. It is considered that refraining from weed killing is a false economy.**
- 4. In some places yellow lines are obscured by weeds and undergrowth for example on Godwin Way.**

**It was further RESOLVED to remind residents how they can report weed growth to WSCC by including an article in the regular contribution to the Horsham Pages.**

**PET/699/19 Traffic Speed and Traffic noise in North Heath Lane.**

Members of the Parish Council had received a letter from a resident expressing concern regarding traffic speed and traffic noise in North Heath Lane. The Clerk had acknowledged the letter and advised the resident to also contact their local West Sussex County Councillor.

**The Committee RESOLVED to forward the concerns of the resident to West Sussex County Council and the Police.**

**PET/700/19 Speedwatch.**  
 The Committee noted the comprehensive presentation from PCSO Erica Baxter. However, following debate, where concern was raised about the resource implications and possible risks to volunteers, it was **RESOLVED not to pursue the Speedwatch Initiative.**

**PET/701/19 DC/19/1239: 52 Shepherd's Way – public speaking**  
 There has been no notification that planning application DC/19/1239 will go to a HDC Planning Committee meeting, however, the Chairman expressed a strong desire to speak should it do so.  
**It was RESOLVED that Cllr R. Turner should speak on this application if it goes to HDC Planning Committee.**

**PET/702/19 DC/19/1730: Bohunt Horsham – Land North of Horsham**  
 Application received for Reserved Matters relating to appearance, landscaping, layout and scale for new school at Land North of Horsham in accordance with application DC/16/1677.  
**The committee did not feel they had adequate time or information to consider this planning application. It was AGREED that the Chairman of the Planning, Environment and Transport (PET) Committee would call an Extraordinary PET meeting as soon as logistically possible, to consider planning application DC/19/1730: Bohunt Horsham – Land North of Horsham.**

**PET/703/19 Metrobus 200**  
 Cllr Gough had observed that the Metrobus 200 from Horsham to Crawley sometimes deviates from its planned route leaving passengers stranded and with a long wait. The deviation appears to take place when the bus is late and needs to make up time.  
**It was RESOLVED to write to Metrobus to alert them to the concern. Metrobus will be asked to investigate the matter and to respond.**

**PET/704/19 Consultation**  
**Rusper Neighbourhood Plan** – Rusper Parish Council has invited comments on its Neighbourhood Plan.  
**The Committee noted the consultation but AGREED not to respond.**

**PET/705/19 Planning Appeals**

<b>APPLICATION REFERENCE</b>	WSCC/015/18/NH Appeal Reference: APP/P3800/W/18/3218965
<b>WARD</b>	North Horsham Rural
<b>APPLICATION</b>	Recycling, Recovery and Renewable Energy Facility and Ancillary Infrastructure
<b>SITE</b>	Former Wealden Brickworks (Site HB), Langhurstwood Road, RH12 4QD
<b>APPEAL DECISION</b>	Awaiting decision

The Planning Appeal overleaf was noted by the Committee.

**PET/706/19**

**Planning Applications**

Members noted receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 22<sup>nd</sup> August 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/707/19**

**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/708/19**

**Date of next Meeting**

The next meeting is scheduled for Thursday 31<sup>st</sup> October 2019 at 7.30pm.

There being no other business, the Chairman closed the meeting at 9.45 p.m.

.....Chairman

.....Date

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

<b>DC/19/1242 – amended</b>	<b>Roffey North</b>
<b>Site Address:</b> 118 Lambs Farm Road	
<b>Proposal:</b> Erection of a first floor side extension	
<b>Parish Council Comment.</b> No comment was made as the application had already been permitted by HDC.	
<b>HDC Decision</b>	<b>Permitted</b>

<b>DC/19/1346 - amended</b>	<b>Roffey North</b>
<b>Site Address:</b> 50 Rusper Road	
<b>Proposal:</b> Erection of a single storey side extension and conversion of loft into habitable living space with the installation of a rear dormer	<b>NHPC previous comments:</b> No objection provided the dormer falls below the existing properties roof line.
<b>Parish Council Comment.</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/1693</b>	<b>Horsham Rural</b>
<b>Site Address:</b> Holmwood House Broadlands Business Campus Langhurst Wood Road	
<b>Proposal:</b> Erection of x2 internally illuminated single sided monoliths, erection of x4 non-illuminated single sided monoliths, erection of 5x non-illuminated double sided low level signs and x1 non-illuminated single sided low level sign	
<b>Parish Council Comment.</b> No objection provided signs neighbouring roads are turned off outside of office hours, as the council hold concerns for the impact of light pollution in the rural area.	
<b>HDC Decision</b>	

<b>DC/19/1700</b>	<b>Comptons</b>
<b>Site Address:</b> 36 Manor Fields	
<b>Proposal:</b> Replacement windows to north, east and south elevations	
<b>Parish Council Comment.</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/1709</b>	<b>Comptons</b>
<b>Site Address:</b> Tesco Express Redkiln Way	
<b>Proposal:</b> Advertisement consent for the erection of an internally illuminated pylon sign to entrance	
<b>Parish Council Comment.</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/1711</b>	<b>Holbrook West</b>
<b>Site Address:</b> The Rising Sun 41 Pondtail Road	
<b>Proposal:</b> Erection of a two storey rear extension, amend front roof and window detail and installation of external lighting	
<b>Parish Council Comment.</b> The committee came to a decision by way of vote: 9 in favour and 2 oppose the following comment: No objection.	
<b>HDC Decision</b>	

<b>DC/19/1715</b>	<b>Comptons</b>
<b>Site Address:</b> The Chimes 175 Manor Fields	
<b>Proposal:</b> Erection of a first floor side extension over garage	
<b>Parish Council Comment.</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/1730</b>	<b>Horsham Rural</b>
<b>Site Address:</b> Bohunt Horsham Land North of Horsham	
<b>Proposal:</b> Application for Reserved Matters relating to appearance, landscaping, layout and scale for new school at Land North of Horsham in accordance with application DC/16/1677	
<b>Parish Council Comment.</b> The comment for this application has been deferred to an Extraordinary Planning, Environment and Transport Committee Meeting which is to be called by the Chairman of the committee.	
<b>HDC Decision</b>	

<b>DC/19/1756</b>	<b>Roffey North</b>
<b>Site Address:</b> 7 Amberley Road	
<b>Proposal:</b> Demolition of existing garage and erection of a two storey side extension, single storey rear extension and single storey front extension with dormer	
<b>Parish Council Comment.</b> No objection however, the Parish Council want the design to have a hip gable.	
<b>HDC Decision</b>	

<b>DC/19/1771</b>	<b>Roffey South</b>
<b>Site Address:</b> 3 Beech Road	
<b>Proposal:</b> Retrospective application for the erection of a single storey orangery	
<b>Parish Council Comment.</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/1790</b>	<b>Holbrook East</b>
<b>Site Address:</b> 5 Cissbury Close	
<b>Proposal:</b> Erection of a single storey rear extension, two storey side extension with loft room and dormer window	
<b>Parish Council Comment.</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/1801</b>	<b>Holbrook East</b>
<b>Site Address:</b> 10 Beaver Close	
<b>Proposal:</b> Erection of a single storey side extension with a pitched roof.	
<b>Parish Council Comment.</b> No objection.	
<b>HDC Decision</b>	

<b>DC/19/1820</b>	<b>Roffey North</b>
<b>Site Address:</b> 31 Earles Meadow	
<b>Proposal:</b> Surgery 1 x Oak	
<b>Parish Council Comment.</b> No objection subject the comments of the HDC's Tree Officer.	
<b>HDC Decision</b>	

*Cllr D. Searle declared a personal interest.*

<b>DC/19/1822</b>	<b>Roffey South</b>
<b>Site Address:</b> 48 Forest Road	
<b>Proposal:</b> Erection of a two storey rear extension, new oak framed entrance and installation of a dormer window to front elevation	
<b>Parish Council Comment.</b> The Parish Council has concern that the size and mass of the proposal is out of keeping with its locality and is out of keeping with the street scene.	
<b>HDC Decision</b>	

<b>DC/19/1826</b>	<b>Roffey North</b>
<b>Site Address:</b> 31 Earles Meadow	
<b>Proposal:</b> Surgery 1 x Mixed species hedge	
<b>Parish Council Comment.</b>	
No objection subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	

<b>DC/19/1840</b>	<b>Holbrook West</b>
<b>Site Address:</b> 39 Pondtail Road	
<b>Proposal:</b> Loft conversion to habitable living space. Installation of front and rear dormers and external facade changes.	
<b>Parish Council Comment.</b>	
No objection.	
<b>HDC Decision</b>	

*Cllr D. Searle declared a personal interest.*

<b>DC/19/1883</b>	<b>Roffey North</b>
<b>Site Address:</b> 17 Earles Meadow	
<b>Proposal:</b> Erection of a first floor side extension	
<b>Parish Council Comment.</b>	
No objection.	
<b>HDC Decision</b>	