

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL  
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE  
HELD ON THURSDAY 19<sup>TH</sup> DECEMBER 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.

**PET/742/19 Public Forum**

There was one member of public present, representing Old Millmeads Estate, which is located in Denne Neighbourhood Council. Concern was raised regarding pedestrian and motorist safety due to the narrow road and footpath under the railway bridge on Pondtail Road. The resident is part of the group that has approached West Sussex County Council (WSCC), as reported on in item PET/747/19. The residents are currently waiting for a site visit from a WSCC Highways Engineer to ascertain all the viable development options are for that road. To which they will then notify the Parish Council on how they intend to move forward with a request of Parish Council support.

**PET/743/19 Apologies for absence**

The Committee received apologies and reasons for absence from Cllr R. Knight, Cllr I. Wassell and Cllr M. Cockerill.

**PET/744/19 Declarations of Interest**

There were no declarations of interest.

**PET/745/19 Minutes**

The Minutes of the Committee Meeting held on 28<sup>th</sup> November 2019 were agreed and signed by the Chairman as a true record.

**PET/746/19 Chairman's Announcements**

1. WSCC has agreed the use of the letter regarding Roffey Corner and the parking on grass verges. These have been distributed to the houses on Crawley Road (from Roffey Corner to the bus stop) and Rutherford Way. Letters were available for the Planning Committee to collect so they are able to put them on the windscreen of the cars parked on the grass verge.

Following further concerns from residents, an email has been sent to WSCC's Traffic Officer and Area Highways Manager, West Sussex County Councillors Cllr Mr. A. Baldwin and Cllr Mrs L. Kitchen, copying in the Chairman and Vice Chairman of the Parish Council's Planning Committee and to the resident that provided photographs evidencing the situation of the verge, which have been included in the email. It

highlights the concerns raised both by residents and Parish Councillors about the rapidly deteriorating condition of the grass verge due to cars being parked on it. It has been asked if there is any further action that can be taken to minimise the risk of further damage until the verge can be reinstated.

Feedback from one of the residents that received a letter also stated concerns regarding increasing weed growth and muck accumulating in the gutters at the junction.

*With agreement of the Committee the Chairman brought forward item 9 on the agenda.*

**PET/747/19 Highway safety under the railway bridge on Pondtail Road**

Cllr D. Searle has forwarded a resident concerns regarding the junction of Trundle Mead onto Pondtail Road, which is situated just outside North Horsham Parish Council, the single-width footpath under the railway bridge on Pondtail Road, which is located directly on the boarder of the Parish Council, and vehicle speeds approaching the bridge in both the north bound and southbound direction.

Some local residents, WSCC Traffic Officer and West Sussex County Councillor P. Catchpole visited the site on 29<sup>th</sup> November 2019. Some possible options for a way forward were presented:

1. A Traffic Regulation Order (TRO) application for a 20mph speed limit either side of the bridge.
2. A 20mph advisory speed limit.
3. For larger works i.e. single file traffic with priority (with a shared cycle facility) could be considered through a Community Highways Scheme application.

(Resident's email has been circulated to the committee).

**It was RESOLVED to write to WSCC supporting the residents' aims in improving the safety of the highway under the railway bridge on Pondtail Road. Denne Neighbourhood Council is to be copied in on the correspondence.**

**PET/748/19 Planning Advisory Service (PAS) – Horsham District Council Planning Compliance Function**

Parish and Neighbourhood Councils were invited to give their views on 2<sup>nd</sup> December 2019 on the effectiveness of Horsham District Council's Enforcement Plan, the way cases are prioritised and satisfaction in respect of communication and outcomes. Cllr D. Searle attended the PAS meeting. Report attached (Annex 1).

**It was RESOLVED:**

1. **To note the report.**
2. **To write to Horsham District Council (HDC) highlighting the Planning Committees concerns regarding HDC's lack of planning enforcement which had been identified from the PAS meeting.**
3. **That there are currently no issues that have been identified in the**

**area of North Horsham Parish Council however, the Planning Committee will monitor the situation.**

**PET/749/19 Changes to WSCC gritting schedule**

Cllr R. Turner has raised concerns regarding WSCC new gritting schedule. Cllr R. Turner gave a verbal report.

In November 2019 WSCC changed their gritting routes which excluded a lot of highly accessed roads which included vital bus routes.

After public concern WSCC has reversed the decision.

**It was RESLOVED to write to WSCC calling attention to the concerns the Planning Committee have that WSCC had even considered reducing gritting levels, especially on vital bus routes.**

**PET/750/19 Green Spaces across North Horsham Parish Council**

Concern was raised regarding the loss of green space across Horsham at a meeting regarding Land at 73 Primrose Copse and the Scout Hut on 23rd September 2019 with Cllr R Millington, Cllr S Wilton, Cabinet Member for Horsham Town, Cllr Peter Burgess and HDC Estate Manager Mr Elliott and his assistant Ms Grundy, whereby HDC stated they were investing in providing sporting facilities and green spaces in the best way that they could. For example 'The Bridge' at Broadbridge Heath. It was suggested that a follow on project from this meeting could be for the Parish Council to look at its green spaces and how they are being utilised.

On the 28<sup>th</sup> November 2019 the Parish Council's Planning Committee reviewed lists of Green Spaces in North Horsham referenced from Horsham Society's – A Survey of Horsham's Green Spaces 2013 and HDC's Green Spaces Strategy 2013-2023. The committee resolved to notify the Parish Clerk by 6<sup>th</sup> December 2019 of any other green spaces that could be considered.

No other green spaces have been identified.

**It was RESLOVED to take no further action.**

**PET/751/19 Community Land Trust (CLT)**

Notes from the CLT working party meeting held on 10<sup>th</sup> December 2019 are attached to the Clerk's Report (Annex 2). The presentation from the Community Led Housing Advisor from the Sussex Community Hub has also been circulated to the Committee members.

**It was RESOLVED to note the notes of the meeting held on 10<sup>th</sup> December 2019.**

**PET/752/19 Planning Appeals**

There are no Planning Appeals to date.

**PET/753/19 Planning Applications**

Members noted receipt of the schedule of Planning Applications received

under the Town and Country Planning Act 1990 from HDC since 28<sup>th</sup> November 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/754/19 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/755/19 Date of next Meeting**

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

There being no other business, the Chairman closed the meeting at 8.33 p.m.

.....Chairman

.....Date

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

<b>DC/19/1239</b>	<b>Roffey North</b>
<p><b>Site Address:</b> 52 Shepherds Way</p> <p><b>Proposal:</b> Erection of 3.No dwellings with associated landscaping, creation of a new vehicle access onto Shepherds Way and associated car parking</p>	
<p><b>Parish Council Comment.</b></p> <p>Objection, this is an overdevelopment of the site. The access point in Crawley Road is dangerous as it will be difficult to see traffic from the obstructed view because of the layby and mature tree by the church. Concerns are raised as the mature tree that blocks the view of oncoming traffic is not depicted in any of the plans, which may hinder an accurate assessment of the application, especially since only a desktop survey has been conducted. There could be a wider impact of mature trees in the vicinity. The access point proposed in Crawley Road implies a negative impact on traffic movement safety and pedestrian safety particularly as it is adjacent to a pelican crossing. Sunday parking is accentuated due to the neighbouring church, blocking visible site lines of oncoming traffic. An entrance from Shepherds Way would be safer.</p> <p>There will be significant increase in traffic movement, particularly due to large scale developments in north Horsham, which further increase the risk of the proposed access point, which has not been considered by West Sussex County Council.</p>	
<b>HDC Decision</b>	

<b>DC/19/2154</b>	<b>Roffey North</b>
<p><b>Site Address:</b> 1 Charmans Close</p> <p><b>Proposal:</b> Erection of a two storey front and single storey side extension.</p>	
<p><b>Parish Council Comment.</b></p> <p>No objection</p>	
<b>HDC Decision</b>	

<b>DC/19/2381</b>	<b>Holbrook West</b>
<p><b>Site Address:</b> 7 Chaffinch Close</p> <p><b>Proposal:</b> Conversion of garage into habitable living space. Erection of a single storey side and rear extension to create ancillary accommodation</p>	<p><b>Note:</b> This application has been amended on 18/12/2019, the parish council was notified on 19/12/2019.</p>
<p><b>Parish Council Comment.</b></p> <p>The Parish Council hold concerns with conversions of garages. The Parish Council has not had the opportunity to review the amended application and will consider it at their next meeting scheduled for 23<sup>rd</sup> January 2020.</p>	
<b>HDC Decision</b>	

<b>DC/19/2459</b>	<b>Holbrook West</b>
<b>Site Address:</b> Holbrook County Primary School Holbrook School Lane	
<b>Proposal:</b> Surgery to 1 x Oak	
<b>Parish Council Comment.</b>	
No objection subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	

<b>WSCC/067/19 – additional information</b>	<b>Horsham Rural</b>
<b>Site Address:</b> Brookhurst Wood Landfill Site, Langhurst Wood Road	<b>NHPC previous comment:</b> The Planning Committee has concerns for the loss of woodlands therefore wish that the site to be restored as woodland rather than rich grassland.
<b>Proposal:</b> Amendment of Restoration Scheme approved through WSCC/005/16/NH to provide rich grassland rather than woodland	
<b>Parish Council Comment.</b> In addition to the Parish Council's previous comments it is believed there is a need to plant more trees however, this application further reduces the availability of them.	
<b>HDC Decision</b>	

# Horsham District Council Planning Compliance Review

## Introduction

HDC has appointed Planning Advisory Services (PAS) to carry out an independent review of their planning compliance. PAS is keen to hear the views of Parish Councils and arranged a meeting on Monday 2nd December to get their views. I attended the meeting representing NHPC with 10 others from various Parish Councils. It was a poor turnout particularly as there were more than one representative from the same Council.

## PAS Remit

PAS remit is to review HDC planning compliance and in particular HDC's Local Enforcement Plan dated March 2016. It is the intention of PAS to report back to HDC by Christmas 2019.

## Discussion

Those present were asked if they have ever seen a copy of HDC's Local Enforcement Plan. 50% of those present, including myself had seen a copy. The remainder did not know the document existed. A Councillor drew attention to **Clause 5 General approach to planning compliance** Page 7 and read the following heading "*The integrity of the development control process depends on the council's readiness to take enforcement action when it is required to do so*". Parliament has given local planning authorities the primary responsibility for taking whatever enforcement action is necessary within their area and the councils will always exercise its planning enforcement powers rigorously when considered expedient to do so.

Lots of examples were given where HDC failed to act. I give below two examples that were given:

- Planning permission was given for the construction of 3 bungalows and 2 three bedroom houses which was accepted by the Parish Council as it conformed with their Neighbourhood Plan. The developer started to construct 2 bungalows and 5 five bedroom houses which were advertised at £900k. Parish Council reported this to HDC who asked the developer to submit a retrospective application for the revised build which was subsequently approved.
- Permission was granted for a Travellers Site with hard standing for 11 caravans. During the next 4 years the number of pitches grew to 69 despite the Parish Council continuously requesting HDC to serve a Compliance Notice. Eventually a notice was served the landowner appealed the inspection dismissed the appeal and this was taken to the High Courts. The judge also dismissed the appeal and directed the owner to remove all the hard standing and reinstate the field. HDC ask the landowner to resubmit an application for the original 11 sites and then approved the application.

## Conclusion

In conclusion all agreed:

- Retrospective applications get approved as they are too difficult to refuse.
- Neighbourhood Plans are not affective
- Many councils do not have in-house Building Control Inspectors and this is outsourced and on large developments and sometimes is outsourced by the developer.
- No checks are made, particularly on large developments, of new ground formation which could give future flooding problems if the profiles are incorrect.

Generally Parish Councils had very little faith in the system and feel they have been let down time and time again by HDC.

**David Searle dated 3rd December 2019**

## **North Horsham Parish Council**

Notes from the open public Meeting of the Community Land Trust Working Party held on Tuesday 10<sup>th</sup> December 2019 at Roffey Millennium Hall, Crawley Road starting at 7pm.

### **Welcome and introductions**

There were 22 people in attendance including members of the Community Land Trust (CLT) Working Party, Cllr J Gough, Cllr J Davidson, Cllr J Smithurst, Cllr R Turner, Cllr A Shine and Mr S Norton. The remaining were local residents, a representative of St. Mark's Church and Horsham Society.

Graham Maunders, Community Led Housing Advisor from the Sussex Community Hub attended and Pauline Whitehead BA(Hons) FSLCC, Clerk to the Parish Council took notes.

Ms A Best- Dufour, who is a member of the CLT Working Party gave apologies.

**Graham Maunders gave a presentation entitled 'All about Community Trusts'**

A copy of the presentation is attached to the notes.

### **Questions to Graham.**

It was queried **whether CLTs were a Government funded initiative?** The response explained that initially community led housing was a grass roots initiative with local communities in scattered locations throughout England and Wales working first in isolation, then joining together to try to find affordable housing solutions in their own area, seeking their own funding streams. In 2016 the Government announced the £300 million Community Housing Fund.

**Is there a certain amount of land set aside for Community Land Trust properties?** There is no specific requirement for land to be set aside for community housing, however, Local Planning Authorities may have their own policy requirements for the amount of affordable housing to be provided on new developments.

A CLT typically provides homes for people local to a designated area to rent. The homes are owned by the CLT in perpetuity meaning that houses cannot be sold on. The government's definition when it comes to renting is that affordable homes should cost no more than 80% of the average local market rent. In South East England, 80% of the average local market rent is not affordable for some families. Typically CLT's aim to offer homes they own nearer to 60% of local market rent, making it a life changing opportunity for some. Some Local Authorities are recognising the benefits that CLTs provide by offering suitable land that becomes available to them before offering it out to Housing Associations, it is hoped that more Local Authorities adopt this model.

**Concern was raised specifically in relation to the development north of Horsham that affordable housing wouldn't be on site.** This is sometimes the practice in urban areas like London Boroughs where there are site limitations and provision is made on another site. The North Horsham CLT Working Party has opened up a dialogue with Legal and General who are developing the site north of Horsham and who are working through internal processes at the moment. Legal and General are interested in finding out more about the CLT and to acknowledge this they supported the North Horsham CLT co-exhibiting with them at recent consultation days at the Holbrook Club on North Heath Lane.

**Where is the funding coming from?** The Government announced the Community Housing Fund in December 2016 – some £300m over 4 years. It is due to close in 2020. In the first phase 148 Local Authorities with a large proportion of second homes and an affordability crisis in their areas received £60m of funding. The second phase announced in July 2018 of £163 million is being administered by Homes England, a government agency. It has been suggested that the fund will be extended.

**How environmentally friendly will any homes built by the North Horsham CLT be?** At the stage of building homes as part of a CLT initiative, it would be the Board of the CLT that would decide what specification the homes would have. Most homes are built with the aim of keeping running costs to a minimum as by their nature they are for those on low incomes. When the North Horsham Community Land Trust becomes a legal entity in its own right it will have no jurisdiction over what developers do, that would be down to the Planning Authority to decide through the planning process, but, developers are keen to work with the community to try to eradicate resistance when their plans are put forward, so a CLT could influence outcomes within a development on that basis.

**Is there a CLT in Horsham?** There are other CLTs in Horsham District, but not one in the unparished area of Horsham town. North Horsham Parish Council started the North Horsham CLT initiative and spent about a year looking into it. The initiative was advertised and the working party took part in the Legal and General consultation events. From that 125 people expressed an interest in finding out more. A CLT owns any home they build in perpetuity, so the homes are for the long term benefit of the community.

**How does that work with self-build?** The CLT could manage homes that have been self built or with shared equity and hold the free hold. In some cases the CLT may acquire a piece of land and built houses which are sold in order to cross subsidise the building of affordable houses. The CLT Board has the power to decide this. The Board is accountable to its members and any resident can be a member. Members can attend Annual General Meetings and stand for election to the Board to influence the decisions that are made.

North Horsham CLT, when formed, will not be tied in to Legal and General but would look at using any available land in North Horsham to provide affordable homes. It could also acquire existing property. Their key driver will be the needs of the local community.

### **Prize draw**

The winner of the bottle of wine donated by the Chairman of North Horsham Parish Council is J. Broggio.

### **Our way forward as North Horsham CLT**

The Steering Committee will be formed at the next meeting of the North Horsham CLT on January 8<sup>th</sup> 2020 starting at 6pm at Roffey Millennium Hall.

Legal requirements – to assist in the formation of the CLT, Sussex Community Housing will be supporting the process and there is access to legal documents through the CLT Network, which the North Horsham CLT is a member of.

Availability of land – the CLT will continue to explore possibilities for sites on which to build community housing.

Your membership of North Horsham CLT – All those who displayed an interest in the CLT will be contacted to ascertain if they would like to become members. There will be a membership fee of £1 per member.

Ways that you can help – whilst the Steering Committee has to have a Chairman, Secretary and Treasurer, there are lots of other ways in which the CLT can be supported with specialist skills, enthusiasm and a willingness to get involved.

There being no further business, Cllr Gough closed the meeting at 8.20pm.

There were no recommendations to the Planning, Environment and Transport Committee but the notes of the meeting would be circulated to all Councillors and noted at the next meeting on 19<sup>th</sup> December 2019.