



**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE
HELD ON THURSDAY 25th FEBRUARY 2021 AT 7.30pm.**

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/890/21 Public Forum

There were no members of public present:

PET/891/21 Apologies for absence

There were apologies and reasons for absence from Cllr M. Cockerill and Cllr T. Rickett.

PET/892/21 Declarations of Interest

Cllr Mrs S. Wilton declared a personal interest in planning application DC/21/0049 – 33 Millthorpe Road as the applicant is known to her.

PET/893/21 Minutes

The Minutes of the Committee Meeting held on 28th January 2021 were agreed and will be signed by the Chairman as a true record at the earliest opportunity.

PET/894/21 Chairman's Announcements

1. Lists of planning compliance cases received from Horsham District Council (HDC) since 28th January 2021 had been circulated to members of the planning committee.
2. A West Sussex County Times article regarding planning application for the erection of 473 dwellings on land south of Newhouse farm reported the announcement of the applicants appeal to the refused planning decision. The article references community groups involved in objecting to the appeal. No reference to North Horsham Parish Council's (NHPC) objections were referenced. NHPC objections have been forwarded onto West Sussex County Times again for their information. West Sussex County Times are compiling a new report based on NHPC's objections.
3. North Horsham Development – Affordable Housing: In a letter from the Director of Planning, Economic and Property at HDC dated 10th May 2018 it was indicated that there is a 5 year Viability Review to be

submitted for the approval of the local Planning Authority between November 2020 and May 2021, which looks at the amount of affordable housing to be provided on the North Horsham Development site. Dependent on the result of the assessment, additional affordable housing may be provided. The legal agreement for the site secures the provision of 21.6% affordable housing with an additional 8.3% for housing for local need. HDC's case officer has indicated that the review is expected to be submitted in March 2021. It has been registered that the Parish Council were concerned regarding the amount of affordable housing on the site and that any opportunity to comment on the Viability Review would be welcomed.

The Chairman's announcements were NOTED.

PET/895/21 Land south of Newhouse Farm – Public Inquiry

Notice of an appeal has been received regarding land south of Newhouse Farm DC/20/0470 – Outline application for the erection of 473 dwellings, with new access provided off the Crawley Road, with associated areas of open space and landscaping. All matters reserved apart from access. The appeal will be dealt with by way of an inquiry. The date of the inquiry is yet to be determined.

It was RESOLVED:

- 1. To nominate Cllr R. Turner and Cllr A. Britten to attend the public inquiry.**
- 2. To submit the Parish Council's objections to the Planning Inspectorate. The objections are to include those the Parish Council submitted to HDC on 29th April 2020 (annex 1). In addition they are to concur with the comments from the High Weald Area of Outstanding Natural Beauty and Horsham District Council's concerns regarding the negative impact on highway traffic.**
- 3. Prior to being agreed by the Council, the objections will be circulated to the Planning Committee for any comments or alterations.**
- 4. The objections will be considered under the Parish Council's scheme of delegation contingency plan. The final decision will be tabled at the next Planning Committee meeting.**

PET/896/21 Land at 78 Crawley Road (HDC SHLAA Reference SA705)

NHPC contacted HDC regarding the untidy and poor condition of the land at 78 Crawley Road, HDC has established with Sussex Partnership NHS Foundation Trust that although there are long term plans for the site, there is nothing in place for the short term. The Deputy Director of Property Management for the NHS Foundation Trust has suggested erecting close boarded fencing to replace the heras fencing and blue plastic sheets and stop the accumulation of litter and provide a finished appearance. One side of the site has an open style fencing (Jewsons) and the other side

has some closed boarded fencing. HDC's compliance team feel a president has been set for both styles.

HDC's compliance team have informally asked the Parish Council what style of fencing is preferred to be seen at the site, close boarded fencing or open style fencing. The response was asked to be received as soon as possible.

The Planning Committee unanimously agreed closed boarded fencing would be preferable at the site. HDC has been notified of this.

The Deputy Director was unaware of the poor condition of the land and is arranging for it to be litter picked and monitored.

HDC feel, as there is cooperation from the landowner, a S215 notice would only provide a short term solution.

Any application for fencing at the site will be processed and considered in the usual way.

PET/897/21 Novartis Parish Liaison meeting

The notes of the meeting have been circulated to the committee and published on the Parish Council's website. See notes attached (annex 2).

PET/898/21 Recycling, Recovery and Renewable Energy and Ancilliary Infrastructure (Incinerator) at the former Wealden Brickworks.

The Parish Council is waiting for an environmental permit application to be available for consideration from the Environment Agency, once available it will be circulated to the committee. To enable operation of the facility an environmental permit is required for the site.

Cllr D. Searle, NHPC's outside body appointee on Biffa Liaison group, reminded the committee that the EA have not attended a Biffa Liaison Group meeting or inspected a Biffa site for approximately a year. Cllr D. Searle is to request the organiser of the Biffa Liaison group meetings for an agenda item at the next meeting to gather more information on the EA and their involvement on sites similar to the Incinerator.

It was RESOLVED that the environmental permit application would be considered once the Environment Agency release their consultation.

PET/899/21 Planning Appeals

Appeals Lodged:

REASONS FOR APPEAL	Appeal against refusal of planning permission
APPLICATION REFERENCE	DC/20/0470
WARD	Roffey South
APPLICATION	Outline application for the erection of 473 dwellings, with new access provided off the Crawley Road, with associated areas of open space and landscaping. All

	matters reserved apart from access
SITE	Land South of Newhouse Farm Old Crawley Road
PC COMMENTS	Objection due to the following reasons (full comments can be viewed on NHPC's and HDC's website): 1. Public concern 2. Detrimental impact on the High Weald Area of Outstanding Natural Beauty (AONB) 3. 'Not Currently Developable Land' 4. Local infrastructure is at its capacity 5. Environmental impact
APPEAL DECISION	

It was RESOLVED to attend the inquiry. See PET/895/21 above for more information.

REASONS FOR APPEAL	Appeal against refusal of planning permission
APPLICATION REFERENCE	WSCC/081/19
APPLICATION	Proposed Temporary Concrete Crushing and Soil Recycling Facility
SITE	Kilmarnock Farm, Ifield Road, Charlwood
PC COMMENTS	No comments were submitted for this application.
APPEAL DECISION	

It was RESOLVED to NOTE the information regarding the appeals.

PET/900/21 Planning Applications

Members noted receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 28th January 2021 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/901/21 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 circulated with the agenda.

PET/902/21 Date of next Meeting

The next meeting is scheduled for Thursday 25th March 2021 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.15pm.

.....Chairman

.....Date

**NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
25th FEBRUARY 2021**

DC/21/0049	Roffey North
Site Address: 33 Millthorpe Road	
Proposal: Erection of a two storey rear extension.	
Parish Council Comment: No objection.	
HDC Decision	

DC/21/0125	Comptons
Site Address: 4 Ashdown Court Oak Tree Way	
Proposal: Replacement of ten wooden sash windows, including linings and cill (Householder Application).	
Parish Council Comment: No objection.	
HDC Decision	

DC/21/0126	Comptons
Site Address: 4 Ashdown Court Oak Tree Way	
Proposal: Replacement of ten wooden sash windows, including linings and cill (Listed Building Consent).	
Parish Council Comment: No objection.	
HDC Decision	

DC/21/0130	Holbrook East
Site Address: 10 Tennyson Close	
Proposal: Enlargement of existing front dormer and creation of rear dormer to existing garage.	
Parish Council Comment: No objection.	
HDC Decision	

DC/21/0169	Holbrook East
Site Address: 24 Gateford Drive	
Proposal: Erection of a first floor side extension over existing garage with rear / side two-storey extension.	
Parish Council Comment: No objection.	
HDC Decision	

DC/21/0170	Holbrook West
Site Address: 4 Wagtail Close Proposal: Surgery to 3 x Cherry.	
Parish Council Comment: Corresponding with the Parish Council comments to application DC/21/0171, the Parish Council are in favour for the trees to be retained but support felling if it is considered essential by HDC's Tree Officer. If the trees are felled it is requested for them to be replaced with a suitable native species.	
HDC Decision	

DC/21/0171	Holbrook West
Site Address: 4 Wagtail Close Proposal: Fell 3 x Cherry	
Parish Council Comment: Corresponding with the Parish Council comments to application DC/21/0170, the Parish Council are in favour for the trees to be retained but support felling if it is considered essential by HDC's Tree Officer. If the trees are felled it is requested for them to be replaced with a suitable native species.	
HDC Decision	

DC/21/0181	Horsham Rural
Site Address: Land North of Horsham Proposal: Non Material Amendment to condition 2 of DC/16/1677 (Outline planning permission for Land North of Horsham strategic site) to amend all parameter plans.	
Parish Council Comment: No objection in principle however, concerns remain regarding the lack of recreation areas for young children and youths. For example, play areas.	
HDC Decision	

DC/21/0199	Roffey North
Site Address: 66 Rusper Road Proposal: Erection of a single storey rear extension.	
Parish Council Comment: No objection.	
HDC Decision	

DC/21/0219	Roffey North
Site Address: 8 North Holmes Close Proposal: Retrospective application for the erection of gazebo in rear garden.	
Parish Council Comment: No objection however, it is preferred that the location of the gazebo is moved further away from the neighbours boundary.	
HDC Decision	

DC/21/0220	Roffey North
Site Address: 5 Coppice Road Proposal: Non Material Amendment to previously approved application DC/20/1743 (Erection of a single storey side extension) Reducing the size of the extension on the east side by 3 metres and width of the garage by 1/2 metre	
Parish Council Comment: No objection.	
HDC Decision	

DC/21/0221	Comptons
Site Address: 160 Comptons Lane Proposal: Non Material Amendment to previously approved application DC/20/0379 (Demolition of existing garage and erection of a two bay oak framed garage. Erection of a second storey, single storey rear extension and front porch and installation of front rooflights and rear dormers for habitable living space in loft) Removal of the single storey ground floor extension, rear dormers and removal of the ground floor side window.	
Parish Council Comment: No objection.	
HDC Decision	

DC/21/0253	Roffey North
Site Address: 169 Farhalls Crescent Proposal: Surgery to 1 x Oak.	
Parish Council Comment: No objection subject to the comments of HDC's Tree Officer.	
HDC Decision	

Annex 1



North Horsham Parish Council

Roffey Millennium Hall, Tel: 01403 750786 (Office & Hall Bookings)
Crawley Road, Horsham, Roffey Millennium Hall, North Heath Hall
West Sussex, RH12 4DT Holbrook Tythe Barn
Email: parish.clerk@northhorsham-pc.gov.uk Website: www.northhorsham-pc.gov.uk

Horsham District Council
Planning Department
Parkside
Chart Way
Horsham
West Sussex
RH12 1RL

29th April 2020

Dear Sir/Madam,

North Horsham Parish Council strongly object to the planning application DC/20/0470 - Land South of Newhouse Farm Old Crawley Road - Outline application for the erection of 473 dwellings, with new access provided off the Crawley Road, with associated areas of open space and landscaping. All matters reserved apart from access.

The reasons for objection are set out below:

1. Public Concern

The Parish Council has received a multitude of serious concerns from members of the public and local residents on the negative impact on the community and standard of life the development will introduce and exacerbate.

2. Detrimental Impact on the High Weald Area of Outstanding Natural Beauty (AONB)

The site is located within the High Weald Area of Outstanding Natural Beauty. The National Planning Policy Framework (NPPF) states that "great weight should be given to conserving landscape and scenic beauty in National Parks, the Broads and Areas of Outstanding Natural Beauty, which have the highest status of protection in relation to landscape and scenic beauty." The NPPF goes on to say that "Planning permission should be refused for major developments in these designated areas except in exceptional circumstances and where it can be demonstrated they are in the public interest."

The Parish Council is in full support of the High Weald AONB Unit objections to the proposal, which states the development converses the objectives of the High Weald AONB Management Plan, as it causes:

1. Significant harm to the AONB by detracting from the rural character, sense of naturalness and tranquillity of this part of the AONB and the setting of historic routeways;

2. A loss of fields for agricultural production;
3. Damage to the habitat of the priority woodland within the site and the ancient woodland adjacent to it.

3. 'Not Currently Developable Land'

The application relates to land shown as "not being currently developable" on the Horsham District Council Strategic Housing and Economic Land Availability Assessment" (SHELAA)

4. Local Infrastructure is at its Capacity

The current infrastructure in the area is not able to accommodate the overwhelming increase in population that the additional development will generate. For example, doctors' surgeries are already oversubscribed. In addition, there is a need for lower cost and affordable housing in this area. There are no specific details regarding the split between social housing and shared ownership within the application.

North Horsham has been forced to take on the development north of the A264 for 2,750 dwellings, including a new school, retail area and business park. This major development will increase traffic movements and congestion/queuing on the A264, further impacting the B2195, Crawley Road. The Moorhead Roundabout, which connects Crawley Road and the A264, is expected to be signalised as part of the North of Horsham Development. The Newhouse Farm proposal indicates that 'non-standard' traffic signals would be provided at the Crawley Road/Old Crawley Road and Earles Meadow Junction. Combined with the entrance to the new development, it is felt that this would have the potential to further increase queuing, congestion and driver confusion due to its close proximity to the roundabout.

In addition to the north of Horsham development, North Horsham has taken significant development in other locations within the parish which have attracted a substantial amount of public interest and concern. These include the former Novartis site on Parsonage Road and the former Novartis car park opposite, development on the former Holbrook Club site on North Heath Lane and probably most significantly, the agreement to build an incinerator plant on Langhurstwood Road. Other smaller infill sites shown on the SHELAA have also been developed. It is felt that the impact of a further substantial development in the Parish will place too much pressure on the wellbeing of those living within the Parish. This is clear from the unprecedented local opposition to the application.

5. Environmental Impact

In addition to the impact on the AONB, as described above, the development will have negative implications on the environment.

The development site is visible from Earles Meadow open space that is owned and maintained by the Parish Council. The development site is highly visible from the eastern end of the open space, west of Crawley Road and just south of the Earles Meadow roadway. Construction on the site would have a detrimental effect on the views from this area and destroy the pleasant rural aspect constantly used by members of the public. The construction of housing on the site would urbanise the area. The Riverside Walk, a very popular route, will lose many of the views and scenic aspects due to the obstruction of the houses.

There are concerns that the surface water from the development will be discharged into the stream that crosses between the Upper and Lower Meadows of

the Earles Meadow Estate. This stream passes under the Horsham to Crawley railway line through a culvert which on occasions is not capable of taking the exiting flow of water.

It is considered for the above reasons that the Parish Council should object to this application in the strongest of terms and request that the District Council should refuse consent.

Annex 2



North Horsham Parish Council

Roffey Millennium Hall,
Crawley Road, Horsham,
West Sussex, RH12 4DT
Email: parish.clerk@northhorsham-pc.gov.uk

Tel: 01403 750786 (Office & Hall Bookings)
Roffey Millennium Hall, North Heath Hall
Holbrook Tythe Barn
Website: www.northhorsham-pc.gov.uk

Notes from the Novartis Parish Liaison Meeting held online on Wednesday 13th January 2021 at 2pm

Planning Application: DC/18/2687 – Outline planning application for the erection of up to 300 dwellings (C3) including the conversion of existing offices buildings 3 and 36) up to 25,000sqm of employment (B1) floorspaces and provision of 618sqm of flexible commercial/community space (A1 A2 A3 D1 Creche) use classes) within the ground floor of converted building 36. Improvements to existing pedestrian and vehicular accesses from Parsonage Road and Wimblehurst Road, new cycle and pedestrian accesses from Parsonage Road, together with associated parking and landscaping. All matters reserved except for access.

Purpose of the meeting: To be updated on and discuss the development at the Former Novartis Site, Parsonage Road.

In Attendance:

Jane Apostolou	Wimblehurst Road Residents Association (WRRRA)
Philip Ayerst	Horsham District Cycle Forum (HDCF), Horsham Society
Andrew Baldwin	Horsham District Councillor, West Sussex County Councillor
Ron Bates	Horsham Society
Lorna Byrne	Communications Potential Communications Consultant
Gary Cox	West Sussex County Council (WSCC) Novartis Regeneration Programme Manager
Ruth Fletcher	Horsham District Councillor, Horsham District Cycle Forum (HDCF)
Joy Gough	North Horsham Parish Councillor, North Horsham Community Land Trust (NHCLT)
Frances Haigh	Horsham District Councillor
Jason Hawkes	Horsham District Council (HDC) Principal Planning Officer
Brian Johnson	Langhurst Wood Road Residents Association
Donald Mahon	North Horsham Parish Councillor
Ross McCartney	North Horsham Parish Council Committee Clerk (Note taker)
John Milne	Horsham District Councillor, Forest Neighbourhood Councillor
Trudie Mitchel	Denne Neighbourhood Councillor
Ben Paterson	Horsham Trafalgar Neighbourhood Councillor
David Searle	North Horsham Parish Councillor
John Smithurst	North Horsham Parish Councillor
Jonathan Steele	Savills Planning Director
Ray Turner	North Horsham Parish Councillor (Chairman of the meeting)

1. Welcome and Apologies

Cllr R. Turner welcomed all in attendance to the first Novartis Parish Liaison meeting and invited all members present to introduce themselves.

Neil Hughes – Network Rail Level Crossing Manager had connected to the meeting but was having IT issues. Apologies were received post meeting alongside updates regarding Parsonage Road level crossing which were sent to all those in attendance and have been noted below*.

2. Cllr R. Turner clarified the purpose of the meeting and that the notes of the meetings will be formally noted at the Parish Council's Planning, Environment and Transport Committee.

3. Update from developer.

Gary Cox and Jonathan Steele gave an update on the development. Lorna Byrne gave updates regarding the public communication:

Tender process regarding the developer partner

Planning permission for the application was granted in February 2020. Thereafter WSCC started the development procurer process. This was originally scheduled to start in April 2020 however, due to Covid-19 this was delayed, the procurement process commenced at the start of July 2020. There were 8 expressions of interest, WSCC has reduced this to 3 bidders at the end of October 2020 to enter the final tender process. The final bids were submitted on 6th January 2021 and are currently being evaluated. A decision is scheduled in WSCC's forward plan for the beginning of March 2021. Schemes of this size take approximately a month to formally enter into the contract with the tenderer, as a result the formal contract is due to start in the middle of April 2021.

Development process

There will be one overarching developer (tier 1 company/developer) that will oversee the development until it is completed. Subsequent specialised sub-contractors (tier 2, 3 companies) will be utilised in conjunction with standard practices.

There is a contractual arrangement for a joint steering board to be set up, containing senior members of WSCC and senior representatives from the developer partner.

In addition to Reserved Matters applications that will be put forward in the future, WSCC are to have a community engagement strategy, enabling local representatives to be involved in the development process.

Cllr R. Turner clarified with attendees that North Horsham Parish Council are facilitating the Novartis Parish Liaison meetings to allow the developer to keep in contact with the local community, forming greater community engagement.

Parking

On-site parking during the construction phase – A Construction Environmental Management Plan will be in place which sets a wide range of parameters that must be followed, including parking on site for the construction workforce.

Site parking on completion – As a condition, a Parking Strategy is required to be submitted before the first Reserved Matters application. Any Reserved Matters application coming forward will also need to comply with the current parking standards.

Jason Hawkes highlighted that the outline planning application contains 308 residential and 872 commercial parking spaces, which falls within HDC standards. The Construction Environment and Management Plan must show how parking for workers is supplied and what the access to the site will be like. This plan, as standard practice, includes the requirement to have wheel washing facilities in place.

Office Park

The project has been developed around a pre-let strategy. A specialist office architect has been employed to work alongside the potential occupants to develop specifications for the office building. Most of the interested parties are in the technology sector. If it is successful in acquiring the leases with the interested parties the business park will be close to full capacity.

There is one large interested party (anchor tenant), a number of medium sized tenants, and a lot of smaller sized tenants. Part of specification for the developers is to receive their concept for an enterprise hub. The enterprise hub will be a space for start-up businesses (with approximately 10 to 12 employees) and is in line to meet WSCC and HDC growth objectives.

There was concern that many office blocks are being converted into residential properties. If tenants move out from within Horsham town additional office blocks could be converted. It was queried whether the potential tenants are expanding out from inside or outside the Horsham District.

There is approximately two existing businesses within the Horsham District that are looking to expand, one of which has been looking at office space outside the district. It is believed the office market in Horsham is relatively old and limited. When businesses in the technology sector start to be successful, they often expand rapidly. The office park allows businesses to significantly grow and remain in the district.

Retail – There will be mixed use elements of the business park; retail (convenience shopping), nursery and a shared space for working. These elements will be locally centred and so high volumes of vehicle users are not anticipated.

Housing

There will be a mixture of housing types. WSCC and HDC expect the site to be of a high design standard. Horsham Society's 'Good by Design' document has been issued to the developers for their consideration.

It was requested to include accommodation for members of the public with disabilities to enable ease of access to workspace potentially available at in the office park, avoiding the difficulties that can arise using public transport.

Socially rented accommodation and affordable housing – Jason Hawes advised there are not any policy requirements to include socially rented accommodation and so it is unusual to receive this as part of a scheme, this is being revised as part of the Local Plan review. HDC are committed to the current policy requirements for 35% affordable housing with a split of 70% affordable rent and 30% shared accommodation.

Site access

There were concerns regarding site access with Heavy Goods Vehicle (HGV) in conjunction with Wimblehurst Road's 7.5-ton regulatory weight limit, which was introduced after a fatal incident on the road. It was requested this information is given to contractors, so they are aware of the issues. WRRRA suggested displaying large posters at the site exits, directing HGV drivers in the appropriate direction when leaving the site. In addition, site management should liaise with site managers in relation to other works in the surrounding area for example; Warnham Road works, work in the north of Horsham development, A24 works, to make sure the various detours don't impact on each other.

The only construction access to the site will be via Parsonage Road. The developers have been informed regarding the sensitivity of access to the neighbourhood. It will be put forward to the developer partner and will be written into Construction, Environmental Management Plan and ensure there is appropriate monitoring on site.

Public Communication

1138 postcards were distributed to addresses closest to the development site regarding the start of the enabling works. At the time of distribution, due to Covid-19, there was guidance not to produce a substantial amount of mailing. There is a website <https://horshamenterprise.co.uk/> which gives a variety of information about the development and enables users to submit feedback forms and ask questions. Links to the website have been distributed on WSCC'S website. Thus far there has been limited contact from the community. A total of 13 people have registered their interest through the website in being kept up to date. There have been 4 emails and 5 telephone enquiries. Some of the enquiries have been regarding the following:

Traffic management during the enabling works phase – The contractor on site confirmed that signage has been displayed to direct HGV's on the correct route.

Asbestos removal – There will be a specialist contractor on site in the next few weeks and the health and safety executive has been informed in advance.

One member, that lives in the West of Horsham, indicated that they hadn't received a postcard or notification directing members of the public to the website.

Due to the current Covid-19 climate, communicating with the community has been more challenging as interactions, such as face-to-face meetings, cannot take place. However, the enterprise park's communications team will continue to try and outreach further to gain additional public interest.

4. Update from Horsham District Council:

Jason Hawkes from Horsham District Council gave information and updates regarding the development:

Thanks is given to North Horsham Parish Council for arranging this and future meetings to come. At this stage there is not a substantial amount of additional information to discuss. However, as the enabling works have started on site, HDC is keen to begin the initial communication progress. It has been established liaison meetings such as these are useful for the developer to communicate with Parishes and residents to give updates, hear views, comments and concerns, similar to the North of Horsham Parish Liaison meetings set up for the land north of Horsham. These Novartis Parish Liaison meetings will be taking place on a regular basis.

Enabling Works

A postcard has been distributed to residents in November 2020 notifying them of the enabling works, which do not require planning permission. The works will last until at least April 2021 and consist of such things as clearing of the site and a small amount of demolition work.

Lorna Byrne advised that additional notification will be distributed regarding the demolition of the gate houses, which are to take place around 25th January 2021.

Concern was raised regarding the Cedar of Lebanon trees. It was requested reassurance they will be protected alongside any future planning application.

HDC's Tree Officer has been on site to ensure the trees in the area are protected during these works. There is a Tree Preservation Order in place for the Cedar of Lebanon trees and the outline planning permission does protect them. It has been established crown lifting work for the trees will need to take place to facilitate the development however, this will go through the usual planning processes.

Reserved Matters Planning Applications

Applications coming forward will need to be in accordance with the Outline Plan.

Once the developer has been established, pre-application talks will be held regarding the Reserved Matters and several conditions which must be addressed, including the Design Strategy. Outline planning applications do not include details such as commercial and residential design, subsequently, HDC felt it is important to have some parameters set before applications are put forward. It is not envisioned to meet with the developer until June 2021 at the earliest however, no date has been set.

Members present will be notified of any future planning applications that come forward.

5. Updates from other organisations

There were no updates from other organisations.

6. Any other comments

Cycling and Pedestrian Infrastructure

It was raised that pedestrian and cycle provision were not finalised on the outline application and since permission was granted, additional government guidance (Local Transport Note 1/20 (LTN1/20)) has been introduced. The guidance is not mandatory however, the government will assess Councils on their compliance. If certain criteria are met government funding will be granted. Clarity was sought on how developers are confident proposals are compliant with LTN 1/20.

Jason Hawkes drew attention to the fact that, accesses to the site have been approved in detail as part of the outline approval and cannot be altered. Parameter plans for the site have been approved in relation to; land use, building heights, density, open space, access and movement. Reserved Matters applications will need to be in accordance with the parameter plans, detailing information covering; design, layout, cycle infrastructure and landscaping. WSCC have a set of guidance to follow, one of which is the LTN 1/20 document. WSCC are expected to meet LTN 1/20 where applicable although, this may not always be appropriate. WSCC will need to show where they have and have not met the guidance, including reasons why.

There's also £100,000 contribution to cycling/pedestrian infrastructure to help link the site to Horsham Station.

A Travel Plan will be utilised involving a Monitoring Officer who is expected to encourage cycling as part of the plan to reduce the need to travel by car.

Gary Cox highlighted that in all the proposals put forward by potential developers, appropriate cycling provision has been provided. It has been recognized, while meeting with the pre-let occupiers and specialist architect, that they are all anticipating a substantial amount of their workforce to cycle into work.

Cycle/ pedestrian bridge – The installation of a cycle/pedestrian bridge over the railway line was considered as part of the application however, there were various reasons why a footbridge could not be included.

Network Rail: Parsonage Road Level Crossing

A query was raised to find out more information regarding the conversion of the half barriers on Parsonage Road level crossing to full barriers.

Both WSCC and HDC did not have any information regarding the conversion. WSCC noted they will be engaging with Network Rail as soon as possible after a developer has been selected and the barrier conversion works will be addressed. Jason Hawkes also took a note of this query for investigation to find out more information.

**Updates from Neil Hughes – Network Rail Level Crossing Manager received post meeting: We are on course to upgrade the level crossing on Parsonage Road to a safer full barrier crossing in April 2022. This will result in the Parsonage Road barriers being closed for a longer period of time as these type of level crossings are operated by a signaller, whereas half barriers are operated by a train striking a treadle prior to the level crossing. Due to the high volume of traffic on Parsonage Road half barriers cannot be utilised.*

Most of the work on the ground will be carried out during August 2021 while there is full closure to rail services at Horsham for a prolonged period. Part of this work will include platform extension at Littlehaven Station, meaning that long Horsham bound trains will not stop and block the Rusper Road level crossing.

Electric vehicle charging

It was alerted that the provision of vehicle charging points need to accommodate future needs of society, rather than the current standards that are in place.

The provision of electric vehicle charging points on the development must meet HDC current standards. All developers have come forward with these provisions and it is expected HDC standards will be exceeded.

7. Conclusion and date for next meeting

Once more information is available the date of the next meeting will be arranged.

Date of next meeting: Approximately June 2021.

Any updates received prior to the next meeting will be circulated to the members of the Novartis Parish Liaison group.