



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 27th OCTOBER 2022 AT 7.30pm

Present: Cllr J. Davidson (Vice Chairman), Cllr Mrs R. Ginn, Cllr Mrs J. Gough, Cllr R. Knight, Cllr T. Rickett BEM, Cllr D. Searle, Cllr J. Smithurst, Cllr R. Turner (Chairman), Cllr I. Wassell*, Cllr Mrs S. Wilton* (*denotes absence)

In attendance: Lisa Underwood - Deputy Clerk.

PET/55/22 Public Forum

There were no members of the public present.

PET/56/22 Apologies for absence

Members **NOTED** the apologies and reasons for absence from Cllr Mrs S Wilton.

No apologies were received from Cllr. I Wassell.

PET/57/22 Declarations of Interest

There were no declaration of interest declared.

PET/58/22 Minutes

The Minutes of the Committee Meeting held on 18th August 2022 were **AGREED** and signed by the Chairman as a true record.

PET/59/22 Decisions Taken Under Delegated Authority

Due to the cancellation of the Committee Meeting scheduled for 22nd September, it was necessary to agree comments via the Delegated Authority process on the applications received since the last meeting was held in July.

With regard to the WSCC application for Biffa, it was noted that this was a different application to that previously submitted which related to extended opening hours. This new application was to provide for the storage of refuse derived fuel (RDF) and compost like output (CLO) prior to export and with no specific comments received in this regard, it was decided to offer no comment on the application.

The summary of the comments submitted to HDC are attached as Appendix 1 to these minutes. Members **RATIFIED** the comments submitted to HDC.

PET/60/22 Chairman's Announcements

- i. Details of Compliance cases in the Parish notified by HDC had been circulated to Members via email.

- ii. A workshop on Climate Change was organised by HDC on Wednesday 28th September. As Members had been notified by email, Cllr. Turner, as Chairman of the Committee, attended the workshop, accompanied by Cllr. Gough. A follow up session was held in person on 20th October, and Cllr. Gough attended on behalf of NHPC. Cllr. Gough read out the following report:

“The greatest threat to our planet is the belief that someone else will save it”(Robert Swan, Polar explorer).

There has been most climate damage in the last 25 years and it is likely to accelerate. The climate is now hotter than any other time in history.

Global impacts: food insecurity, fires, flooding, drought etc.

UK impacts : Extremes of weather

- *Infrastructure damage due to heavier rainfall*
- *Flooding: loss of agricultural land (disruption in food chain – seasonal confusion affects crops which leads to price rises and hoarding)*
- *Greater heat: Impacts on health especially babies and the elderly and mental health – anxiety, resignation and depression*

Horsham District Council Targets for 2030

1. *Aspire to reach carbon neutrality by 2030 from petrol, diesel, gas and electricity*
2. *Council’s indirect emissions to be carbon neutral by 2050*

Their Vision

- *Accessibility on foot, cycles and buses*
- *Clean water and air*
- *Healthy children*

Their Action

- *Currently producing a low carbon plan for Horsham District for Parish and Neighbourhood councils, Residents, Businesses, community and voluntary groups and schools.*

What is needed

- *Sustainable transport and energy e.g reliable bus services and community transport*
- *Walking and cycling infrastructure plan*
- *Provision of electric charge points*
- *Solar panels for residents and businesses*
- *Affordable energy help to all residents*
- *Make homes more energy efficient*
- *Reduce waste and consumption (especially water – Pulborough Brooks has shrunk)*
- *Protect biodiversity*
- *Register of older people at risk of food poverty and warmth*
- *Encourage farmers to diversify and grow more than one crop a year in their fields. Empty fields create shortage of insects and birds.*

What are other Parish Councils doing ?

Bramber

1. On line questionnaire to local community(encouraged people to come forward to take responsibility.(tapping into enthusiasts forming a Bio diversity group, transport group, lifestyle group) PC facilitated and enabled groups
2. Mapped nature rich areas

Steyning

1. Climate march to Bramber for a rally
2. Protected local verges
3. Set up collection point for recycling in the local market
4. Solar panels on village hall
5. Encouraged transport on bikes and buses by establishing a 20mph zone at entrance to the area
6. Set up a fashion swap shop (Babies clothes,school age clothes, teenage clothes (Pay a one off price of £20, choose items, return them clean and swap them for the next size up)

Henfield

1. Created climate action plan for every decision made
 2. Protected tree canopies (gained funding for community tree planting from Gatwick airport)
 3. Provided funding for nature trails and improvement of footpaths
 4. Habitat survey conducted by 25 volunteers
 5. Discussion of bio-diversity at the Council AGM
 6. Supporting outside groups with litter picking jackets and tools)
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Action Possibilities for North Horsham

Major expense and commitment

1. Retro fitting –replacing boiler with a heat pump
2. Solar panels on PC roofs
3. Bio diversity survey and campaign
4. Purchase CO2 measurement tool and mount it on outside of PC building
5. Eco event with help from local scouts, girl guides, youth groups
- 6.

Other more affordable suggestions

1. Community workshops e.g removing draughts from homes, repairing and recycling items
2. Running a local environment competition (e.g. for local schools)
3. Submit articles in local magazine
4. Information on Parish website and facebook pages
5. Appoint a climate rep on the council
6. Ensure walking and cycling routes on new housing and commercial developments are safe, direct and attractive
7. Ensure , where possible, that new planning applications meet energy efficient standards e.g insulation

Members suggested that it might be beneficial to feature climate change at the next Annual Meeting of Electors of the Parish. The Deputy Clerk will advise the Clerk accordingly.

It was also suggested that a 'Climate Change Working Group' be set up to look at actions that the Parish Council can carry out and then be recommended to Council. The Deputy Clerk will request that this item is added to the next available Council meeting.

- iii. A report has been compiled by a local resident on access problems encountered by users of mobility scooters in Horsham Town and a copy is available from the Parish Office.
- iv. An email was received from a resident as follows:

I have great concerns over the safety of pedestrians along Lemmington Way, Horsham, during school drop-off/pick-up times. Unfortunately, despite Bohunt school sending out several emails asking them not to, parents are continuing to choose to drop-off/pick-up their children close to bridge by Lemmington Way.

Parents are parking their cars very close to the roundabout. This is extremely unsafe for both children and adults attending the school, and other pedestrians. Yesterday afternoon, parents were also parking on the pavement!

My son who attends Bohunt school, had to push his bike home, along the pavement because he felt too unsafe to be riding on the road due to all the cars coming and going. However, he could also not get past the cars on the pavement with his bike!

It is a ridiculous situation which is extremely unsafe. It is only a matter of time before there is a serious accident.

The problem could easily be resolved by the council painting double-yellow lines from the roundabout to further along Lemmington Way.

Please can someone do something about this, I am sure we are not the only parents concerned for the safety of our child and others.

As this matter is a WSCC Highways issue, the email has already been forwarded to Cllr. Baldwin.

- v. The Environment Agency has provided an update (via SLCC) on the outcome of last year's consultation on amendments to the Environmental Permitting

Regulations 2016 (England & Wales) as applied to groundwater and surface water in cemeteries. Amendments to the Regulations are still working their way through the parliamentary process but, at a recent virtual meeting, it was confirmed that for most local councils with existing burial grounds and requiring no ongoing mitigation measures to protect the environment, there'll be no change and permits won't be needed. However, when applying for planning permission for a cemetery extension or for a new site, applicants will be alerted about whether to also apply for a permit. Useful government guidance on requirements for new sites and extensions that came into effect is available on the .Gov.UK website together with information about undertaking risk assessments.

- vi. The Parish Council has been included in communications with WSCC regarding the Community Highways Scheme in Pondtail Road and the new priority system under the railway bridge. There has been some concern about the lack of signage of the new layout, but WSCC have advised that the contractor will be erecting these shortly. With regard to permanent warning signs, WSCC have stated that they are restricted by the signs that are prescribed by the Traffic Signs Regulations and General Directions. There are road narrows signs on both approaches, effectively warning of an upcoming hazard, but the TSRGD does not recommend a sign that specifically warns the motorist of an upcoming priority system.
- vii. In a recent update from WSCC on Highways and Planning issues, the following were reported :

Changes to Community Traffic Regulation Orders (TROs) - In West Sussex, requests for TROs are received from communities to deal with matters such as speed limits, parking controls and moving offences. For example, width restrictions and Heavy Goods Vehicles (HGV) restrictions. These requests are known as Community TROs. Some examples would include, use of double yellow lines for junction protection, reduction in speed limits along short stretches of highway, or the introduction of HGV restrictions. Following a review of how the County Council processes and delivers applications for Community TROs, applications will be considered as they are submitted rather than once a year. This will allow more TROs to be delivered, more quickly - typically within 7 to 11 months, previously it could take well up to two and a half years.

Changes to the process of reporting road and pavement issues - From late November 2022 WSCC will be changing the process for reporting road and pavement issues, replacing it with mobile device friendly eforms. The benefit of the new process is that reports will be automatically uploaded into their Highways Case Management System and assigned to the right team. Customers who would normally make reports using Love West Sussex will receive a pop-up message signposting them to the correct eform for the issue being reported.

Signs and Lines Update - Additional funding allocated to Highway Operations for 2022/23 has enabled more sign cleaning, bollard cleaning and localised vegetation cut back (so that existing sign faces are visible). This is a Countywide project and the sites have been identified through the Local Highway Teams. All signs and highways furniture on each identified route will be cleaned and vegetation cleared. The work has been planned in batches and in the first seven-week batch, approximately 500 signs have been cleaned and made more visible. The next batch of sign cleaning work will take place in November.

The Chairman's Announcements were **NOTED**.

PET/61/22 Novartis Parish Liaison Meetings

As was noted at the last meeting, an online session was held on 11th July 2022 with a further meeting held online on 22nd September and the Notes were circulated to Members with the agenda and **NOTED**.

PET/62/22 Planning Appeals

HDC advised that an Appeal has been lodged in relation to DC/22/0074 - 6 Yarrow Close, Horsham, for the erection of fence to enclose land north of no. 6 and enlarge the residential curtilage. This application was considered under the Parish Council's Scheme of Delegation and ratified at the Committee at the meeting on 28th April 2022. The comment submitted was *"Objection; The enclosure of the land damages the open plan appearance of the development and creates an ungainly fence line between 6, Yarrow Close and 2, Champion Road."*

Members **NOTED** the Planning Appeal.

PET/63/22 Planning Applications

Members noted receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 22nd September 2022 and considered each application in turn.

Following discussion of the applications, Members **RESOLVED** to submit the comments as detailed in Appendix 2.

PET/64/22 Planning Decisions

An ongoing schedule of planning decisions made by HDC had been circulated to members of the Committee, which were **NOTED**.

PET/65/22 Date of next Meeting

The next meeting is scheduled for Thursday 24th November 2022 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.39pm.

.....Chairman

.....Date

**NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS DUE FOR CONSIDERATION AT THE
CANCELLED COMMITTEE MEETING ON 22nd SEPTEMBER 2022**

DETERMINED UNDER SCHEME OF DELEGATION

DC/21/2028 - AMENDED PLANS	ROFFEY SOUTH
<p>Site Address: Horsham Car Centre, 264A Crawley Road, Horsham</p> <p>Proposal: Change of use of the vacant car showroom (sui generis) to retail unit (Class E(a)) with extensions to the ground floor and associated parking.</p> <p>Reason for Amendment : This involves additional information relating to Water Neutrality.</p>	
<p>Parish Council Previous Comment: NHPC comments from 23/09/2021: No objection in principle however, it is important traffic management issue are identified and a solution to these issues are resolved prior to the opening of the retail unit. The traffic along Crawley Road and around Roffey Corner is often congested which could cause access issues to the site, including for the delivery of goods, if left unresolved.</p> <p>NHPC comments from 23/12/2021: Whilst there is no change to the previously submitted comment of No Objection to this application, the following comments have been made with specific regard to the issue of noise and the published Operational Noise Impact Statement:-</p> <ul style="list-style-type: none"> • Whilst residents of nearby houses and flats are currently impacted by traffic using Crawley Road, the use of a retail unit would add considerably to the noise levels i.e. slamming of car doors, cars entering and reversing, wheeled shopping trolleys, loud conversations, shop doors opening and closing, goods being delivered and waste removal. Although efforts have been taken to record Db levels at various times of the day and night, there is concern that the closing/slamming of car doors in the car park at night could be more irritating/disturbing to residents living close by. • Agree with the Environmental Health suggested revised trading hours to reduce the impact of noise (8.00 to 22.00 Monday to Sunday and revised delivery times (8.00 to 22.00 Monday to Friday and 8.00 to 12.00 on Saturday) • Concern regarding the considerable noise during demolition, clearance and construction of the site and therefore agree with the Environmental Health suggestion that this should only take place between 8.00 to 18.00 Monday to Friday and 8.00 -12.00 Saturday) although I think that 8.00 to 16.30 Monday to Friday may be preferable. <p>Parish Council Comments 21.09.22 Whilst there is no change to the previously submitted comment of No Objection, concerns about traffic management and noise nuisance as detailed above remain.</p>	
HDC Decision	

DC/22/0785 - AMENDED PLANS	ROFFEY SOUTH
Site Address: Horsham Car Centre, 264A Crawley Road, Horsham Proposal: Change of use of the vacant car showroom (sui generis) to retail unit (Class E(a)) with extensions to the ground floor and associated parking. Reason for Amendment : This involves additional information relating to Water Neutrality.	
Parish Council Previous Comment: No objection Parish Council Comments 21.09.22 No change to previous comment.	
HDC Decision	

DC/22/1557	ROFFEY SOUTH
Site Address: 25 Church Road, Horsham, RH12 4NN Proposal: Erection of a part two-storey, part single storey rear extension	
Parish Council Comment: No objection	
HDC Decision	

DC/22/0460	HOLBROOK WEST
Site Address: 7 Gorse End, Horsham, RH12 5XW Proposal: Fell 1x Oak	
Parish Council Comment: No objection subject to the agreement of the HDC Tree Officer and if approved, replacement with a suitable new sapling.	
HDC Decision	

S106/22/0011	RURAL
Site Address: Mowbray Phase 1, Land North of Horsham, Old Holbrook, Horsham Proposal: Details pursuant to the Schedule 4, Parts 5, 6 & 10 of legal agreement (ref: DC/16/1677) for the Mowbray site in relation to Open Access Ball Court, NEAP and Greenspace specifications	
Parish Council Comment: No objection	
HDC Decision	

HRA/22/0021	RURAL
Site Address: Station House, North Mercer Road, Warnham Horsham, RH12 3RL Proposal: Regulation 77 of the conservation of habitats and species Regulations 2017	
Parish Council Comment: No Objection	
HDC Decision	

DC/22/1494	RURAL
Site Address: Land Parcel at 518538 133852, Old Holbrook, Horsham Proposal: Reserved matters application for the erection of 170 residential dwellings with associated parking, landscaping, open space and ancillary infrastructure pursuant to approved outline application DC/16/1677 (mixed use strategic development to include housing (up to 2,750 dwellings), business park (up to 46,450 m2), retail, community centre, leisure facilities, education facilities, public open space, landscaping and related infrastructure)	
Parish Council Comment: No objection	
HDC Decision	

DC/22/1597	ROFFEY SOUTH
Site Address: 38 Oak Tree Way, Horsham, RH13 6EQ Proposal: Erection of a first floor side extension over garage	
Parish Council Comment: No objection - However, the Parish Council holds concerns about the effect of side extensions on link detached properties which can result in terracing of the properties.	
HDC Decision	

DC/22/1639	ROFFEY SOUTH
Site Address: 1 Pinetops, Forest Road, Horsham, RH12 4HU Proposal: Surgery to 1x Oak	
Parish Council Comment: No objection subject to the agreement of the HDC Tree Officer	
HDC Decision	

DC/22/1702	ROFFEY NORTH
Site Address: 3 Willow Road, Horsham, RH12 4UN Proposal: Surgery to 1x Poplar	
Parish Council Comment: No objection subject to the agreement of the HDC Tree Officer	
HDC Decision	

DC/22/1654	HOLBROOK WEST
Site Address: Nutfield, 28B Haybarn Drive, Horsham RH12 5JF Proposal: Conversion of existing conservatory with brick walls, tiled roof with side parapets and new windows.	
Parish Council Comment: No objection	
HDC Decision	

DC/22/1249	HOLBROOK EAST
Site Address: 6 Yarrow Close, Horsham, RH12 5FP Proposal: Change of use of land to residential to provide enlarged residential curtilage and erection of fencing to provide enclosure to land.	
Parish Council Comment: Objections as submitted to DC/22/0074 remain namely that the enclosure of the land damages the open plan appearance of the development and creates an ungainly fence line between 6, Yarrow Close and 2, Campion Road.	
HDC Decision	

DC/22/1672	HOLBROOK WEST
Site Address: Land Parcel at 518138 133445, Pondtail Road, Horsham Proposal: Surgery to 4 x Willow trees (TPO/0579)	
Parish Council Comment: No objection subject to the agreement of the HDC Tree Officer.	
HDC Decision	

DC/22/1682	HOLBROOK EAST
Site Address: 1 Serrin Way, Horsham, RH12 5YN Proposal: Surgery to 3x Oak and 2x Lime	
Parish Council Comment: No objection subject to the agreement of the HDC Tree Officer	
HDC Decision	

**NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
27th OCTOBER 2022**

DC/22/1722 (42 day Notification & Overhead Lines)	ROFFEY NORTH
Site Address: New Moorhead Drive, Horsham Proposal: Overhead Lines	
Parish Council Comment: No objection.	
HDC Decision	

DC/22/1712	ROFFEY SOUTH
Site Address: Roffey Youth Centre, Godwin Way, Horsham Proposal: Change of use from a children's centre (Use Class F2) to a children's nursery (Use Class E(f)) with associated minor alterations, landscaping and car parking.	
Parish Council Comment: No objection.	
HDC Decision	

DC/22/1743	HOLBROOK WEST
Site Address: 26 Greenfinch Way, Horsham, RH12 5HB Proposal: Variation of Condition 1 of previously approved application DC/21/2273 (Extension existing front porch. Erection of single storey side and rear extensions and associated works) to allow for replacement of Juliet balcony with a fully accessible balcony.	
Parish Council Comment: <i>(For Members information No Objection was submitted in respect of the previously agreed application DC/21/2273)</i>	
HDC Decision	

DC/22/1724	
Site Address: Former Novartis Site, Parsonage Road, Horsham, RH12 4AN Proposal: Non Material Amendment to previously approved application DC/18/2687 (Outline planning application for the erection of up to 300 dwellings including the conversion of existing offices provision of flexible commercial/community space. 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.) to amend wording of Conditions 1 and 6.	
Parish Council Comment: Determined before comment could be made by Parish Council.	
HDC Decision	PERMITTED

DC/22/1816	ROFFEY NORTH
Site Address: 5 Fieldend Horsham West Sussex RH12 4GY Proposal: Surgery to 1x Oak	
Parish Council Comment: No objection subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/22/1474	HOLBROOK EAST
Site Address: Roffey Football Club, Bartholomew Way, Horsham Proposal: Erection of canopy for standing spectators	
Parish Council Comment: The Parish Council support this application if there are appropriate litter bins installed. Members commented that any growth membership of the football club needs to have parking issues and changing facilities considered.	
HDC Decision	

DC/22/1927	ROFFEY SOUTH
Site Address: St Leonards, Oak Tree Way, Horsham Proposal: Surgery to 1x Silver Fir	
Parish Council Comment: No objection subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/22/1844	RURAL
Site Address: North Horsham, Old Holbrook, Horsham (<i>Mowbray</i>) Proposal: Non-Material Amendment to previously approved application DC/16/1677 (Outline planning application with all matters reserved except access for a mixed use strategic development to include housing (up to 2,750 dwellings), business park (up to 46,450 m2), retail, community centre, leisure facilities, education facilities, public open space, landscaping and related infrastructure) to allow for minor change to brick fenestration detailing panels on apartment building 1.	
Parish Council Comment: No objection.	
HDC Decision	

DC/22/1883	RURAL
Site Address: North Horsham, Old Holbrook, Horsham <i>(Mowbray)</i> Proposal: Non-material amendment to previously approved application DC/16/1677 (Outline planning application with all matters reserved except access for a mixed use strategic development to include housing (up to 2,750 dwellings), business park (up to 46,450 m2), retail, community centre, leisure facilities, education facilities, public open space, landscaping and related infrastructure) Amendment to the Building Height Parameter Plan as listed on Condition 2	
Parish Council Comment: No objection.	
HDC Decision	

DC/22/1884	RURAL
Site Address: North Horsham, Old Holbrook, Horsham <i>(Mowbray)</i> Proposal: Non-material amendment to previously approved application DC/16/1677 (Outline planning application with all matters reserved except access for a mixed use strategic development to include housing (up to 2,750 dwellings), business park (up to 46,450 m2), retail, community centre, leisure facilities, education facilities, public open space, landscaping and related infrastructure) Amendment to Condition 3 Time Limits for Residential RMAs	
Parish Council Comment: No objection.	
HDC Decision	

DC/22/1736	ROFFEY NORTH
Site Address: 94A Rusper Road, Horsham, RH12 4BN Proposal: Erection of single storey side and rear extensions	
Parish Council Comment: No objection, in principle, but Members have concerns about the design.	
HDC Decision	

DC/22/1714	ROFFEY NORTH
Site Address: 145 Lambs Farm Road, Horsham, RH12 4DW Proposal: Surgery to 2x Oaks	
Parish Council Comment: No objection subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/22/1894	HOLBROOK EAST
Site Address: 6 Allcard Close, Horsham, RH12 5AJ Proposal: Partial conversion of existing garage and associated external alterations, including raising of roof height, relocation of garage doors, installation of canopy and window and door changes	
Parish Council Comment: Objection - it is the Parish Council's usual policy to object to extensions beyond the existing frontage.	
HDC Decision	