



# NORTH HORSHAM PARISH COUNCIL

## MINUTES OF THE PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 22<sup>ND</sup> AUGUST 2024 AT 7.30pm

**Present:** Cllr. K. Burgess\*, Cllr. J. Davidson (Vice Chairman)\*, Cllr. Mrs G. Davidson-Fernandez\*, Cllr. Mrs J. Gough, Cllr. R. Knight, Cllr. T. Rickett BEM\*, Cllr. D. Searle, Cllr. N. Simmonds, Cllr. G. Turner, Cllr. R. Turner (Chairman), Cllr. Mrs S. Wilton (\*denotes absence)

**In attendance:** Kirsty Tickner - Committee Clerk

### **PET/040/24 Public Forum**

There were no members of the public present.

### **PET/041/24 Apologies for absence**

Members **NOTED** the apology and reason for absence from Cllr. K. Burgess, Cllr. J. Davidson (Vice Chairman), Cllr. Mrs G. Davidson-Fernandez and Cllr. T. Rickett BEM.

### **PET/042/24 Declarations of Interest**

There was no declaration of interest declared.

### **PET/043/24 Minutes**

The Minutes of the Committee Meeting held on 18<sup>th</sup> July 2024 were **AGREED** and signed by the Chairman as a true record.

### **PET/044/24 Chairman's Announcements**

- i. Members are asked to note that the following compliance complaints have been received since the last meeting within the North Horsham Parish:

Ref: EN/24/0292

Address: 1A Heath Way, Horsham, RH12 5XB.

Alleged breach: Failure to discharge condition 5 of DC/19/0734, prior to occupation.

Ref: EN/24/0295

Address: Land Adjacent Fieldfare, North Heath Close, Horsham, RH12 5PH.

Alleged breach: Breach of condition 4 (CEMP) works commenced before condition has been discharged.

Ref: EN/24/0317

Address: Land at 518611 132327 Lower Barn Close, Horsham.

Alleged breach: Change of use of the land for vehicle repair.

- ii. Members were asked to recall an item on the Agenda for the PET Committee Meeting on the 27<sup>th</sup> June 2024 (PET/025/24), about road safety concerns and parking issues regarding Lambs Farm Road. Members **AGREED** at the June meeting that to improve road safety along Lambs Farm Rd, they would want to see the slowing down of traffic. This could mean the installation of safe pedestrian crossings/traffic islands, the installation of Speed Indicator Devices (SIDs), speed loops to be put down to show excessive speeds, a reduction in speed to 20 mph along the whole road or part of it where speeding is worse. Members want to explore the use of SIDs further by contacting neighbouring Councils who have some in place, together with Sussex Police, and report back regarding the potential for a Community Speedwatch group.

On the 4<sup>th</sup> July 2024, the Committee Clerk contacted the Clerk at Trafalgar Neighbourhood Council to take advantage of their offer of any useful information regarding the slowing down of traffic, and for advice on the SID's scheme, and to ask if it would be possible for a meeting between our Chairman of this Committee, Ray Turner, and our Parish Clerk and possibly the Committee Clerk, with the HTNC Clerk and one of their Councilors. The Committee Clerk followed up on this on Tuesday 13<sup>th</sup> August 2024 and on Thursday 22<sup>nd</sup> August, received an email from the HTNC Clerk who said that Colin Bush, their lead member on this project would be happy to talk with NHPC. The Committee Clerk let the HTNC Clerk know that they would talk to the Chairman and our Parish Clerk and go back to them with some proposed dates.

- iii. WSCC contacted the Parish Office to advise of a PROW Annual Inspection within the Parish. The Access Ranger will next month be undertaking the inspection of all PROW in the Parish. As circulated to all members by email on 14<sup>th</sup> August, any maintenance issues need to be referred to the Ranger before the end of August and therefore, anyone with any comments or issues for highlighting, was advised that these had to be submitted to the Clerk by **Tuesday 27<sup>th</sup> August**. Whilst not an actual maintenance issue, the Clerk has already highlighted the Community Highways Scheme application that has been submitted by a resident for FP1584 which crosses the railway line from Treadcroft Drive.
- iv. Members were made aware of the Parish Clerk having been notified that, with regard to the Gatwick Airport Northern Runway Project, the Examining Authority has published a further letter, which contains questions to the Applicant (Gatwick Airport Limited), easyJet, IAG/British Airways, the Civil Aviation Authority (CAA), NATS (En Route) Plc (NERL), Thames Water, the Surrey Hills AONB Board and all Interested Parties - <http://infrastructure.planninginspectorate.gov.uk/document/TR020005-003240>

The questions to "All Interested Parties" relate to the Carbon Budget Delivery Plan and the Carbon Cap Scheme. With responses due by 27<sup>th</sup> August, and as these issues have never formed part of the Parish Council's previous comments/concerns, it is not intended to make any comments.

v. Members were informed of the Parish Office having recently made aware of a caravan being parked in a layby on Honeysuckle Walk and found that it has been there for some time. The Clerk notified West Sussex County Council Highways and on Wednesday 14<sup>th</sup> August, received the following reply:

*Thank you for your enquiry.*

*I have visited site and engaged with our legal department on next steps and will keep you updated.*

*Regards.*

*Highways team.*

vi. The Gatwick Airport FASI-South Project Team recently contacted the Parish Office to advise that they intend to hold online briefings on 19<sup>th</sup> and 23<sup>rd</sup> September regarding the proposal of the Airspace Change Proposal. A copy of the email has been circulated to all Council Members as part of the correspondence email issued on Wednesday 21<sup>st</sup> August and if a representative of the Council is to attend one of these sessions, this needs to be confirmed to the Clerk before Friday 13<sup>th</sup> September.

vii. A further notification of a request for information was received by the Clerk on 20<sup>th</sup> August, in relation to the Gatwick Airport Northern Runway Project. The Question for “All Interest Parties” requests comments on the appeal decision on the variation of conditions to allow expansion of London City Airport which was published on 11<sup>th</sup> August 2024. The deadline is 27<sup>th</sup> August 2024. Once again, the Parish Council had not offered any comment in this area previously and therefore, unless instructed otherwise, it is not intended to make any comments.

viii. The Chairman made Members aware of a recently received notification from WSCC about application WSCC/037/23 – Open Windrow Composting (OWC) Facility at Brookhurst Wood Landfill Site RH12 4QD, being considered by WSCC at their Committee meeting on 3<sup>rd</sup> September 2024. NHPC first considered the application on 26<sup>th</sup> October 2023, with the following comments:-

*The Parish Council objects to this application.*

*The principal reason relates to the proposal that the permitted number of vehicle movements to and from the site is increased by 76 per day.*

*It is noted that it appears that the current number of permitted movements is significantly less than authorised and that accordingly a further increase would not be necessary.*

*It is also of concern that upon completion of the Mowbray Development (land north of Horsham) the junction of Langhurstwood Road with the A264 will be closed and that based on approval of the outline planning application access to the site will be through areas of new housing where the Parish Council is anxious to minimise the impact on residents.*

*The Parish Council supports composting but would wish to be assured that only material for treatment is sourced solely from within the County of West Sussex and not from outside its boundaries.*

NHPC last considered the application on 27<sup>th</sup> June 2024, with the following comments of:-

*“Objection – No change to comments previously made last October. Members still have concerns regarding vehicle movement, and the location of the site being so close to the new housing development, and with the junction of Langhurstwood Road with the A264 closing after completion of the Mowbray Development (land north of Horsham), which could mean access to the site would be through areas of new Housing”.*

The Chairman made Members aware of the previous objections made by the Committee for the application and that the recommendation to WSCC is to refuse it. Due to the item not being an Agenda item, a decision about whether to attend would need to be taken under the Delegated Authority process by the Clerk.

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

**PET/045/24 Planning Appeals**

Members **NOTED** that there were no Planning Appeals.

**PET/046/24 Planning Applications**

Members **NOTED** receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 18<sup>th</sup> July 2024 and considered each application in turn. It was noted that the original list of applications had DC/24/0736 listed with Amended plans on the HDC website. The application was listed due to the Clerk not receiving enough comments from Members under delegated authority, and on the 6<sup>th</sup> August 2024, the Clerk emailed HDC Planning if our Members could make and submit comments on the 22<sup>nd</sup> August 2024, seven days after the deadline for comments. Members were unable to make comments at the meeting due to the application being permitted by HDC on 20<sup>th</sup> August 2024.

Following discussion of the applications, Members **RESOLVED** to submit the comments as detailed in **Appendix 1** to these Minutes.

**PET/047/24**

### **Planning Decisions**

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

The Chairman made Members aware of the recent email received from West Sussex County Council (WSCC) confirming that application **WSCC/002/24** has been granted planning permission subject to conditions. The proposal was for the construction and operation of a materials recycling facility, including offices and visitor centre, an anaerobic digestion plant, and extension to an existing landfill site, and ancillary infrastructure (Variation of Condition 2 of planning permission WSCC/067/19 for a 12-month extension to the end date to complete restoration of the landfill). This application was considered under the Parish Council Scheme of Delegation on 25<sup>th</sup> January 2024 with a comment submitted of “No objection – NHPC would prefer to see it finished rather than abandoned”. Members **NOTED** the decision made by WSCC.

**PET/048/24**

### **Community Litter Pick**

Members were asked to recall this matter that was previously discussed at the PET Committee Meeting held 25<sup>th</sup> April 2024 (Min. PET/134/24 refers) with the members being in favour of working together on this agreeing that the idea would be supported, and further information was requested which is as follows :-

HDC would be willing to loan the equipment needed including litter picking sticks, hi viz vests and bags. Unfortunately, HDC no longer issue gloves for hygiene reasons and therefore a box of 200 surgical gloves would need to be purchased and a budget identified for this.

- i. The only proviso to loaning the equipment is that those taking part are covered by parish Public Liability Insurance (PLI). The Council's insurers have confirmed that Volunteers, Councillors and employees undertaking activities on behalf of the Parish Council, such as litter picking, are covered automatically by the policy under the Employers' and Public Liability sections. If aged over 16 and under 90 they are also covered by the Personal Accident section where there is a sum of £100,000 payable in the event of an accident causing death, loss or limbs or sight or permanent total disablement. A £500 weekly benefit is payable for a maximum period of 2 years should the accident prevent the individual from pursuing their usual occupation.
- ii. In order to reduce the likelihood of injury or damage arising the insurers recommend that a risk assessment of the proposed tasks is completed in writing and kept on your records and a copy is attached as **Appendix 3**.
- iii. A meeting was held with a representative from St Marks Church who suggested that the event start at the church with those picking litter returning to deposit their collections to the Church at a time to coincide with one of the Heart Café sessions.

- iv. With regards to dates, Autumn was suggested when vegetation has begun to die back and allow more litter to be visible and therefore, the proposed date is Tuesday 15<sup>th</sup> October between 10am and 12noon.
- v. The activity will be promoted by both the Church and the Parish Council via usual communications including social media. It was also suggested that in addition to all Parish Councillors, County and District Councillors be invited to join in which will also give an opportunity to meet with their electors.
- vi. There would need to be a Health & Safety Briefing before attendees set off and a copy of this is attached as **Appendix 3a**.
- vii. The Council will speak to HDC cleansing team about making arrangements for the collection of the bags after the event. In addition, HDC to be asked if it is possible to separate the rubbish in to recycling and non-recycling.
- viii. The suggested roads to be picked are shown on **Appendix 3b**.

Noting the above and the Appendices, Members were asked to agree whether a recommendation should be made to Council to proceed with the event, under the cover of the Council's PLI noting the Risk Assessments and Health & Safety Briefing.

Members **AGREED** a recommendation to Council regarding working in partnership with St Mark's Church for a community litter pick on Tuesday 15<sup>th</sup> October 2024, noting that this would be under the cover of the Council's PLI supported by the Risk Assessments and Health & Safety Briefing.

Members **AGREED** to a recommended budget of £50 for the purchase of disposable gloves.

#### **PET/049/24 Pedestrian Crossing on North Heath Lane**

Members recalled a Chairman's Announcement at the PET meeting on 23<sup>rd</sup> May 2024, regarding contact with the Parish Council from a local, young resident with concerns about the safety of crossing North Heath Lane. The young resident asked for the Council's support in having a crossing installed opposite St Mark's Church. Following liaison with the Chairman of the Council and the Chairman of this Committee, the Clerk responded to the resident and contacted Cllr Andrew Baldwin. A meeting was set up at the area of concern for Tuesday 13<sup>th</sup> August 2024, with the young resident and their parent and the Chairman of the Council and Councillor R.Turner, the Chairman of this Committee.

Councillor R. Turner updated Members on the meeting with the young resident and their parent and that they want to see a crossing and how WSCC feel that it doesn't fit the criteria required, and how there may be Section 106 funding available.

Members **AGREED** to support the young resident and find out if they are willing, along with their parents, to organise a petition to seek the views of their neighbours to see if they often cross the road and would want to see some kind of a crossing installed in the location of St Mark's Church. Members **AGREED** for proposed Section 106 funding to be investigated further.

**PET/050/24**

### **NALC Consultation on NPPF Changes**

The National Association of Local Councils (NALC) is seeking views from local (parish and town) councils and county associations of local councils (CALCs) on the government's proposed reforms to the National Planning Policy Framework (NPPF) and other changes to the planning system. The Ministry of Housing, Communities and Local Government has published a consultation seeking views on its proposed approach to revising the NPPF in order to achieve sustainable growth in the planning system. The consultation also includes wider policy proposals in relation to increasing planning fees, local plan intervention criteria and appropriate thresholds for certain Nationally Significant Infrastructure Projects.

To help inform the development of a submission to the government on the consultation, NALC has launched its own online survey to gather views and insights from local councils and CALCs. The online survey is part of wider work by NALC to promote and support local councils in the proposed planning reforms. This will include engagement with government ministers, officials and key stakeholders, dedicated meetings and events, and further briefings and updates.

The link to the [government consultation document](#) can be found here and should be read in conjunction with completing NALC's online survey. The link to the [NALC's online survey can be found here](#) and the closing date for responses is Monday 9th September 2024 at 12.00 noon.

The survey is lengthy with 114 questions to answer and requires some detailed responses. There is an option to complete as a body corporate or as an individual Officer/Councillor. If the option was chosen to complete as a body corporate, at least six Councillors would have been required to send their responses to the Clerk by Thursday 29<sup>th</sup> August 2024. The responses would then have been collated into one document which would have gone to the next Full Council meeting for ratification on Thursday 5<sup>th</sup> September 2024.

Members **AGREED** that due to time constraints, and based on past experience, the Committee would support the comments expressed by NALC when they are published.

**PET/051/24**

### **North of Horsham Parish Liaison Group**

As Members are already aware of, meetings of the North of Horsham Parish Liaison Group have previously been held online. However, it has been suggested that the next meeting which is scheduled for late October/early November, be held in person. Members were asked to agree that a suitable day time slot can be identified to hold the meeting here at Roffey Millennium Hall.

Members **AGREED** that a daytime meeting of the North of Horsham Parish Liaison Group can be held at Roffey Millennium Hall in late October/early November.

**PET/052/24 S106 - Proposed Application from HDC for Release of funds**

Horsham District Council's Recycling & Waste Team requested the release of Section 106 funding for use towards their project - the reorganisation of waste, recycling & garden waste rounds to optimise routes, accommodate new build properties and plan for future services.

As part of a new process for HDC applications for Section 106 funding, they were seeking the views / comments of parishes on proposed projects before making a formal application for funding.

Details of the S106 extract are shown below, and as can be seen, the definition for the usage of the funds is restricted to the provision or improvement of refuse and recycling facilities or services in the District of Horsham.

App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By
DC/13/1980	Land South of Fivensgreen House, North Heath Lane, Horsham, West Sussex	North Horsham PC	Local Recycling Facilities - HDC:91006	16/01/2015	5(a)	PROJECT SUGGESTED/ AWAITING APPLICATION  10 YEAR SPENDING DEADLINE (Spend within 10 years of payment or have a contract/ legally binding obligation to spend)  Towards the provision or improvement of refuse and recycling facilities or services in the District of Horsham	1,247.28	23/08/2016	23/08/2026

Members were asked to agree comments - if any - for submission by the deadline of 28<sup>th</sup> August. Should HDC not receive any comments by this date, they would proceed on the basis that we have no comments.

Members **AGREED** to offer no objection to the proposal and support the application for the release of the funds.

**PET/053/24 Date of next Meeting**

The next meeting is scheduled for Thursday 26<sup>th</sup> September 2024 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.25pm.

.....Chairman

.....Date

Appendix 1

**NORTH HORSHAM PARISH COUNCIL**  
**SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION**  
**22<sup>ND</sup> AUGUST 2024**

<b>DC/24/1136</b>	<b>HOLBROOK WEST</b>
<b>Site Address:</b> Westlake House, 130 Pondtail Road, Horsham, RH12 5EZ.	
<b>Proposal:</b> Fell 2x Oak, Surgery to 1x Oak.	
<b>Parish Council Comment 22/08/2024:</b> No objection subject to the comments of HDC's Tree Officer. The Committee requests that if feasible, the felled trees be replaced with an appropriate native species in a suitable nearby location.	
<b>HDC Decision</b>	

<b>DC/24/0580</b>	<b>HORSHAM RURAL</b>
<b>Site Address:</b> 8 Holbrook Park, Old Holbrook, Horsham, RH12 4TW.	
<b>Proposal:</b> Internal adjustments to existing property forming a new bedroom and en-suite in existing kitchen area (Listed Building Consent).	
<b>Parish Council Comment 22/08/2024:</b> No objection.	
<b>HDC Decision</b>	

<b>DC/24/1005</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 10 Greenfields Way, Horsham, RH12 4LW.	
<b>Proposal:</b> Erection of a single storey rear extension.	
<b>Parish Council Comment 22/08/2024:</b> No objection.	
<b>HDC Decision</b>	

<b>DC/24/1107</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 66 Lambs Farm Road, Horsham, RH12 4DQ.	
<b>Proposal:</b> Erection of a single storey rear extension with flat roof.	
<b>Parish Council Comment 22/08/2024:</b> No objection.	
<b>HDC Decision</b>	

<b>DC/24/1092</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 5 Fieldend, Horsham, RH12 4GY.	
<b>Proposal:</b> Surgery to 1x oak.	
<b>Parish Council Comment 22/08/2024:</b> No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	

<b>DC/24/0920</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> Parsonage Business Park, Parsonage Way, Horsham, RH12 4AL.	
<b>Proposal:</b> Surgery x1 Oak, x1 Hazel, x2 Sycamore Maple.	
<b>Parish Council Comment 22/08/2024:</b> No objection to the surgery of the trees, subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	

<b>DC/24/1152</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 29 Earles Meadow, Horsham, RH12 4HP.	
<b>Proposal:</b> Surgery to 2x Oak.	
<b>Parish Council Comment 22/08/2024:</b> No objection to the surgery of the trees, subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	

<b>DC/24/1165</b>	<b>ROFFEY NORTH</b>
<b>Site Address:</b> 26 Willow Road, Horsham, RH12 4UN.	
<b>Proposal:</b> Surgery to 1x Oak.	
<b>Parish Council Comment 22/08/2024:</b> No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
<b>HDC Decision</b>	

DC/24/0917	HORSHAM RURAL
<p><b>Site Address:</b> Mowbray Development Site, Land North of Horsham,</p> <p><b>Proposal:</b> Non Material Amendment to previously approved application DC/22/1026 (Application for approval of Reserved Matters pursuant to Condition 5 of Outline Planning Permission reference DC/16/1677 for the Sports Hub) regarding a number of minor changes to the approved landscaping and to ensure consistency with the recommendations of the approved Ecological Mitigation and Management Plan (EMMP).</p>	
<p><b>Previous Parish Council Comment 27/06/2024 when it was a 'Not required on return' application:</b> No comment to make.</p> <p><b>Parish Council Comment 22/08/2024:</b> No objection.</p>	
<b>HDC Decision</b>	