



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 30th JANUARY 2025 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. D. Mahon, 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/100/25 Public Forum

There were no members of the public present.

PET/101/25 Apologies for absence

Members **NOTED** the apology and reason for absence from Cllrs. K. Burgess, D. Searle. Cllr. D. Mahon was not present at the start of the meeting but arrived during agenda item 5. After the meeting it was confirmed that Cllr. G. Turner had sent his apologies to the Parish Clerk by email, but these had not been picked up before the meeting.

PET/102/25 Declarations of Interest

There was no declaration of interest declared.

PET/103/25 Minutes

The Minutes of the Committee Meeting held on 19th December 2024 were **AGREED** and signed by the Chairman as a true record.

PET/104/25 Chairman's Announcements

- i. Members noted the following compliance complaint that had been received since the last meeting within the North Horsham Parish:

Ref: EN/24/0479

Address: 57 Serrin Way Horsham West Sussex RH12 5YP

Alleged breach: Untidy site affecting amenity of surrounding area

- ii. Following the Committee's decision at the October meeting to continue to support the Litter Picks with St Marks Church (Min. PET/074/24 refers), the next date has been booked for Tuesday 11th March 2025. Publicity will start about 6 weeks before and all Councillors are urged to come along and join this community initiative.

- iii. At the last PET meeting on the 19th December 2025, there was an Agenda item regarding Flooding within the Parish (PET/098/24). The agreed action was for us to contact WSCC with the concerns and to discuss with them what can be done to help prevent the flooding seen recently at Gorringes Brook.

Since then, County Councillor Baldwin provided the following report for the Council meeting earlier this month, regarding Flooding of Chennells Brook at Pondtail bridge – adjacent to Gorringes Brook:

For many years there have been problems, after heavy persistent rainfall, with flooding from the brook as it flows west into Warnham Millpond (at the Nature Reserve) and also with the small narrow ditch on the west side of Pondtail Road opposite the entrance to Pondtail Copse road. Please note WSCC do not have any assets in the actual location which floods and WSCC do not own any of the trees next to the brook. I am told that it is a matter for HDC, Southern Water and the Environment Agency to resolve. Having said this, WSCC have agreed to assign this to the newly created WSCC Riparian Drainage department for further investigation. This is progressing at a reasonable pace and currently is waiting on the provision from HDC of the historic planning application documentation to enable the completion of the report. I will let you know the outcome in due course.

- iv. Members were advised that the Planning Compliance Statistics report for 2024 had been issued and had been circulated to all members with the Agenda for the meeting.
- v. Members recalled application DC/24/1672, regarding the Demolition of existing garage and erection of a two storey side extension. Due to the application being sent to us on the 20th December 2025, and no extension for comments being authorised by HDC, it needed to be determined under the Delegated Authority process. Members had until the 8th January to send us their comments and eight of the twelve Members responded to the email, all with the same comment of 'No Objection'. The Clerk emailed Cllrs Davidson, Torn and Turner on the 8th January 2025 to make them aware of the comment from eight Members, and then on the 10 January 2025 the Case Officer for the application was informed of the comment from this Committee. The decision will finally be ratified at the March Council meeting. The application has since been determined by HDC on the 20th January 2025 and can be found on the Planning Decision list which is Appendix 2 attached to the report for the meeting.
- vi. In December 2024, Cllr Andrew Baldwin contacted the Clerk and the Chairman of this Committee by copying them into emails, after his meeting with the Head of Bohunt school and three WSCC Officers. Work is ongoing with the school regarding highways issues and Cllr Baldwin is due to meet with the external

transport consultants WSCC use in January 2025, and will keep us advised of progress.

- vii. HDC emailed the Council on 14th January to provide an update on an important change of approach to water neutrality that is to be implemented at Horsham District Council. A copy of the email was circulated to all Members of the Council as part of the weekly correspondence email on 15th January but in brief means that an applicant does not necessarily need to demonstrate water neutrality via a bespoke water neutrality solution before HDC can grant permission, provided their development is eligible for access to SNOWS. For further details please refer to the email as circulated.
- viii. Members recalled that at the November PET meeting, there was a Chairman's Announcement regarding a compliance complaint logged by NHPC for 141 Pondtail road regarding the materials used to build the garage (**PET/082/24**). On 15/01/2025 an email was received from an HDC Planning Compliance Officer with the following update:

Whilst the application form details the materials used in the proposal's construction would be brickwork, the approved plan (2607/304) clearly shows the garage would be constructed of timber. I have spoken with the case officer and a principal officer about this and it is agreed that the wording of condition 3 was not suitable, given different materials were to be used. This is regrettable but it has been agreed it would not be practicable or expedient to pursue this matter, given the inconsistencies.

Due to the update, HDC are now closing the compliance complaint.

- ix. As per the email circulated to all Members on the correspondence email of 22nd January, Southern Water have made changes to their Surface Water Management Policy with the aim of reducing the impact of surface water on their foul and combined sewer networks. Further details are available in the email but in summary Southern Water will in future refuse any request to discharge surface water into their foul only sewer network, on the grounds that the discharge is prejudicial to their sewerage network and detrimental to the environment. This includes where the surface water hierarchy has been followed and all alternative options have been exhausted. In addition, a surface water discharge to the combined sewer will only be permitted under exceptional circumstances.
- x. Residents recently complained to the Parish Council regarding litter around the Lemmington Way/Rusper Road junction and the Motte & Bailey. HDC have confirmed that they will not be reinstalling any bins in that area due to increases in vandalism and graffiti. Copies of the emails received, and responses sent, have been circulated to all Members on the correspondence email dated 22nd January 2025.

xi. A Councillor mentioned their concern about houses for sale signs on Harwood Road. This will be on the next Agenda in February 2025.

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

PET/105/25 Planning Appeals

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

PET/106/25 Planning Applications

Members **NOTED** receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 19th December 2024 and considered each application in turn. During the discussion of application DC/24/1927, the large number of EV charging points was discussed regarding enough power being made available.

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

PET/107/25 To Vary the Order of Business

In accordance with SO 10 (a) (vi), Members **AGREED** to vary the order of business and take the Additional Agenda item next.

PET/108/25 DC/24/1291 – Fivensgreen House, North Heath Lane, Horsham

On 24th January 2025, HDC let us know that this application will be going to Committee on 4th February 2025. The application was first considered at the PET Committee Meeting on 31st October 2024 at which Members objected on the grounds of overdevelopment and the ability of the roundabout to cope with the increased traffic. Members are also concerned of the mix of units and would prefer to see smaller and more affordable options being proposed.

Amended plans were then considered at the meeting held on 28th November 2024 at which the comment was that the objection remained as Members noted the updated Tree Protection Plan and the Arboricultural Officer response, and agreed they have the same concerns from when the application was first considered on 31st October 2024, of overdevelopment and the ability of the roundabout to cope with the increased traffic, and of the mix of units and would prefer to see smaller and more affordable options being proposed.

Members were asked to consider any Parish Council attendance at the HDC Planning Committee Meeting on 4th February 2025, at which this application will be considered and agree the appointment of the representative if necessary.

Following discussion, it was **AGREED** that a representative won't be attending the HDC Committee Meeting.

PET/109/25 Planning Decisions
An ongoing schedule of planning decisions made by HDC had been circulated to members of the Committee, which were **NOTED**.

PET/110/25 General Public Transport concerns within the Parish
Having initially been raised during Chairman's Announcements at the Committee Meeting in November, Members discussed their concerns regarding public transport in the Parish and the main topic of conversation were the railway crossings on Parsonage Road and in Littlehaven. Members raised concerns regarding the length of time that the barriers are down in between trains passing through, which can be worsened when trains are late causing more than one train passing through within a window of time leaving the barriers down for longer. Concerns were also raised with the Train timetable, and with the parking area on Rusper Road, that is close to the crossing, when larger vehicles are sat in the queue on both sides waiting to pass through. The Committee Clerk and Chairman asked Members if they wanted to raise any other transport issues, to which no comments were made.

Following discussion, it was **AGREED** that contact would be made with Network Rail raising the Members concerns of the crossings.

PET/111/25 Concern of breach of application DC/07/1914 - 58 Pondtail Road
A Councillor raised concerns in relation to this development as the garage at the front of the building had doors fitted when the permitted planning application stated that they should retain the open fronted barn style double garage. Photos of the issue had been circulated to Members by email with the Agenda.

Following discussion, it was **AGREED** that Members did not wish to raise a compliance complaint, however, they would like the Committee Clerk to raise an 'Observation' about the garage doors.

PET/112/25 NHPC Culturally Significant Historical and Heritage Assets Review
Members had received the reviewed document and noted that there were no Officer recommended amendments.

Following discussion, it was **AGREED** to **RECOMMEND** to Council the adoption of the reviewed document.

PET/113/25 Local Plan Review
Members **NOTED** that, following the Horsham District Local Plan Inspector's decision to cancel the Local Plan Examination Hearings, HDC held an online Parish Council briefing on Tuesday 28th January 2025 to help provide clarification on their position, give an update from the Inspector at that point, provide an opportunity to answer questions and discuss how planning applications would still need to be considered, whatever the outcome.

Cllrs. Turner and Wilton attended the briefing on behalf of the Council and reported that there been no response from the Inspector as of the 28th January, and that the Districts Local Plan, and Neighbourhood Plans, cannot move forward until HDC have heard back from the Inspector. The Chairman informed Members that there has been an increase in the number of new homes to be built within the District per year, from 800 up to 1357.

Members **NOTED** the feedback from the online meeting.

PET/114/25 Date of next Meeting

The next meeting is scheduled for Thursday 27th February 2025 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.26pm.

.....Chairman

.....Date

Appendix 1

NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
30TH JANUARY 2025

DC/24/1963 – Cannot be decided on due to no longer being on Planning Portal as of 22.01.25 – Have contacted Case Officer	HOLBROOK EAST
<p>Site Address: Bramblehurst, 25 Lemmington Way, Horsham, RH12 5JG.</p> <p>Proposal: Erection of a single storey rear extension.</p> <p>Parish Council Comment 30/01/2025: No comment to make due to the application no longer being on the Portal when checking on the 22nd January 2025.</p>	
HDC Decision	

DC/24/1893	ROFFEY NORTH
<p>Site Address: 26 Amberley Road, Horsham, RH12 4LN.</p> <p>Proposal: Demolition of existing garages and erection of a three bed dwelling.</p> <p>Parish Council Comment 30/01/2025: Objection due to overdevelopment of the site.</p>	
HDC Decision	

DC/24/1954	HOLBROOK EAST
<p>Site Address: 3 Bartholomew Way, Horsham, RH12 5JL.</p> <p>Proposal: Erection of a single storey side and rear extension to replace existing conservatory, including new chimney stack.</p> <p>Parish Council Comment 30/01/2025: No objection.</p>	
HDC Decision	

S106/24/0019 - On Parish Order doc 23.12.2024 - Not Required on Return	ROFFEY SOUTH
<p>Site Address: 1 Elgar Way, Horsham, RH13 6RH.</p> <p>Proposal: Modification to S106 Agreement made pursuant of reference HU/357/96 to amend clause 4.7 and delete clauses 4.10 to 4.13 in reference to the affordable housing provisions.</p> <p>Parish Council Comment 30/01/2025: No comment required, however, Members asked for clarification regarding the length of time after a development is permitted with clauses that amendments to them can be requested.</p>	
HDC Decision	

DC/24/1944 – On Parish Order doc 23.12.2024 - Tel Notification (28 days)	ROFFEY SOUTH
Site Address: Telecommunications Mast 1494720, Star Reservoir, Comptons Brow Lane, Horsham.	
Proposal: To install upgraded electronic communications apparatus.	
Parish Council Comment 30/01/2025: No comment to make due to HDC decision being made 15 days after receipt of notification on Parish Order document.	
HDC Decision	NO OBJECTION TO NOTIFICATION

DC/24/1929 – On Parish Order doc 23.12.2024 - Not Required on Return	ROFFEY SOUTH
Site Address: Sendalls Yard, Horsham Car Centre, Crawley Road, Horsham, RH12 4HG.	
Proposal: Non Material Amendment to previously approved by appeal application DC/22/0785 (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) to change windows on front elevation to be full height.	
Parish Council Comment 30/01/2025: No comment to make due to HDC decision being made 14/01/2025 and it was a Not Required on Return application.	
HDC Decision	PERMITTED

DC/24/2001	ROFFEY NORTH
Site Address: 16 Ashurst Close, Horsham, RH12 4JN.	
Proposal: Demolition of existing garage. Erection of a two storey side extension and single storey rear extension.	
Parish Council Comment 30/01/2025: No objection.	
HDC Decision	

DC/24/1990	ROFFEY NORTH
Site Address: 27 Amberley Road, Horsham, RH12 4LJ.	
Proposal: Erection of a single storey front and side extension. Installation of 2No. rooflights to existing flat roof.	
Parish Council Comment 30/01/2025: No objection.	
HDC Decision	

DC/24/1972	HOLBROOK WEST
Site Address: 122 Cook Road, Horsham, RH12 5GQ.	
Proposal: Installation of a modular ramp to allow wheelchair access to the property.	
Parish Council Comment 30/01/2025: No objection.	
HDC Decision	

DC/24/2007	HOLBROOK WEST
Site Address: Fieldfare, North Heath Close, Horsham, RH12 5PH.	
Proposal: Surgery to 1x Silver Birch.	
Parish Council Comment 30/01/2025: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	

DC/25/0014	ROFFEY NORTH
Site Address: 15 Oaks Close, Horsham, RH12 4TZ.	
Proposal: Demolition of rear conservatory. Erection of two storey side extension and a single storey front, side & rear extension.	
Parish Council Comment 30/01/2025: Objection due to overdevelopment of the site.	
HDC Decision	

DC/24/1975	ROFFEY SOUTH
Site Address: 194 Crawley Road, Horsham, RH12 4EU.	
Proposal: Variation of condition 1 of previously approved application reference no DC/24/0022 (Erection of a two storey side and rear extension) to increase depth of rear extension (to allow for sewer).	
Parish Council Comment 30/01/2025: No objection.	
HDC Decision	

DC/24/1927	HORSHAM RURAL
<p>Site Address: Mowbray Development Site, Land North of Horsham, Rusper Road, Horsham.</p> <p>Proposal: Application for approval of Reserved Matters (access, appearance, landscaping, layout and scale) pursuant to Condition 5 of Outline Planning Permission reference DC/16/1677 for RM Areas 5 and 6 comprising 206 (C3 Use) residential units, car and cycle parking, new landscaping, drainage, access and internal roads, and associated infrastructure.</p>	
<p>Parish Council Comment 30/01/2025: No objection.</p>	
HDC Decision	

DC/25/0050	ROFFEY NORTH
<p>Site Address: James Searle Industrial Estate, Parsonage Way, Horsham, RH12 4AQ.</p> <p>Proposal: Fell 2x Oak and Surgery to 2x Oak.</p>	
<p>Parish Council Comment 30/01/2025: No objection subject to the comments of HDC's Tree Officer. The Committee requests that the felled trees be replaced with an appropriate native species in a suitable nearby location.</p>	
HDC Decision	

DC/25/0007	ROFFEY NORTH
<p>Site Address: 60 Ringley Road, Horsham, RH12 4AT.</p> <p>Proposal: Fell 3x Oak and surgery to 1x Oak.</p>	
<p>Parish Council Comment 30/01/2025: No objection subject to the comments of HDC's Tree Officer. The Committee requests that the felled trees be replaced with an appropriate native species in a suitable nearby location.</p>	
HDC Decision	

DC/24/2008	HOLBROOK EAST
<p>Site Address: 77 Tern Avenue, Horsham, RH12 5AT.</p> <p>Proposal: Partial conversion of existing garage to form a home office.</p>	
<p>Parish Council Comment 30/01/2025: No objection.</p>	
HDC Decision	