

**NORTH HORSHAM PARISH COUNCIL
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE
THURSDAY 27TH MARCH 2025 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT TO BE READ IN CONJUNCTION WITH THE AGENDA
Numbers relate to those on the Agenda.**

1. Public Forum

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

3. Declaration of Interests

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable Interest** in any of the Agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the Agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber, unless they have received a dispensation.

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

Decision: To receive any Declarations of Interest from Members of the Committee.

5. Chairman's Announcements

- i.* Members are asked to note that no compliance complaints have been received since the last meeting within the North Horsham Parish:
- ii.* Members may recall an item on the Agenda for the February PET meeting (PET/120/25 refers) regarding speeding within the Parish and concerns of Lambs Farm Road resident. As per the AGREED actions, the Committee Clerk contacted Cllr Colin Bush from Horsham Trafalgar Neighbourhood Council (HTNC) by email on Thursday 6th March, about the 20's plenty initiative and the resident who wanted to talk to Cllr Bush about it and consent was given to the Clerk for his contact details to be passed on to one of the residents who came to the Public Forum.
The Committee Clerk also emailed the Assistant Area Manager for WSCC Highways and WSCC Cllr Jay Mercer for Roffey North on Friday 7th March, to

update them on the meeting, the Public Form and the Actions from the meeting and raised the concerns of the Parish Council.

WSCC Highways replied to the email on Monday 10th March with the following response:

“Good morning and thank you for reaching out regarding the concerns raised by a member of the public at your recent parish meeting.

I believe I have already spoken with this individual and directed them to the parish council to initiate enquiries with WSCC Highways, particularly regarding the potential installation of SIDs or other traffic calming measures. However, as of now, I have not received any communication from the parish council on this matter.

If you would like to start an enquiry, please follow the link below. You will need to submit two different enquiries for a SID and a community highway scheme (CHS) for other traffic calming measures”.

[Apply for a community highways scheme - West Sussex County Council](#)

[Report other road or pavement issues or make a General Enquiry - West Sussex Self Service](#)

Cllr Jay Mercer replied to the email on Monday 17th March with the following response:

“Thanks for the update. I shall once again approach WSCC myself as well.

By the way, I’m the WSCC councillor for Horsham East (which includes Roffey North). I’m also one of the HDC councillors for Roffey South”.

The Committee Clerk also emailed the Metro Bus company on Friday 7th March regarding the 98 bus that has Lambs Farm Road on its route, and asked if they could possibly let us know if any of the drivers of the 98 bus have reported any issues with travelling along Lambs Farm Road with any parked vehicles causing difficulty for buses to get through, particularly by the row of shops. Since then, we have not received a reply from Metro.

- iii. A councillor asked for an item on the disused phone/cashpoint unit in Fitzalan Road to be added to the Agenda for the March PET meeting. Instead, we are updating through Chairman’s Announcements due to us now having heard from WSCC Highways regarding the unit who have confirmed that they are contacting the Cash Zone company to ask for an update on the unit regarding it being repaired and reinstated or removed and will keep the Parish Council updated on the outcome.

- iv. WSCC have confirmed that areas within the Parish will continue to be part of the Live Labs Greenprint project which Members received a presentation about at the PET Committee Meeting held 23rd May 2024 (Min. PET/009/24 refers). Full details have been circulated to Members in an email included on the correspondence list issued 12th March 2025 but in summary the identified areas will be receiving the same service as last year - four cuts per year, with all cuttings collected and taken away. The six Plantlife monitored locations across Horsham remain the same and will be mowed and monitored in the same way as last year. WSCC have also offered to provide an update at one of our committee meetings if Members would like this.
- v. Members may recall an item on the Agenda for the February PET meeting (PET/125/25 refers) regarding Houses for sale signs on North Horsham Parish Council land. As per the Agreed action, on Wednesday 12th March, the Committee Clerk sent by email the comments of Members to the Compliance Complaint team at HDC and gave them specific information in relation to the location of three signs, raised by a Councillor. A member of the Compliance Complaint team phoned shortly after receiving the email to explain that unfortunately, due to a shortage of resources and being inundated with compliance complaints, they are unable to constantly contact Estate Agents responsible for the signs when they receive notification of them. Instead they intermittently contact them about any issues during the year, and remind them of the rules for the signs.
- vi. Members may recall an item on the Agenda for the February PET meeting (PET126/25 refers) regarding the review of verge parking within the Parish. On Thursday 13th March, the Committee Clerk completed and submitted the online forms to WSCC Highways about the condition of the verges along Redkiln Way and Leith View Road, along with photos sent to the Committee Clerk from Councillor D. Searle.

Due to no photos being sent to the Committee Clerk showing any offending company vehicles parking on the verges, the action of the companies anecdotally identified parking their vehicles on the verges being written to, could not be actioned.

6. Planning Appeals

No Appeals have been received or determined since the last meeting.

Decision: To note that there have been no Appeals received or determined since the last meeting

7. Planning Applications

The current list of Planning Applications for comment is attached as **Appendix 1**.

Decision: To consider Planning Applications received since 27th February 2025.

8. Planning Decisions

The current list of Planning Decisions by HDC is attached as **Appendix 2**.

Decision: To note the Schedule of Planning Decisions made by Horsham District Council since the last meeting in respect of previous applications.

9. Changes to Phlebotomy Services

As was noted at the Council meeting on 6th March 2025, it had been reported that the “walk in” blood services at Horsham, Crawley and East Surrey hospitals would cease from Monday 3 March and that in future, appointments would need to be booked online through a non-NHS website called SwiftQueue. Whilst it has been confirmed with Horsham Hospital that the roll out of the new system has been delayed until April, with residents continuing to be able to walk in for a blood test in the meantime, there appears to have been no consultation or notices in surgeries which may leave many unaware that the walk in service has stopped until they arrive.

Decision : To note changes to the local services and agree any action

**NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
27TH MARCH 2025**

DC/25/0316	ROFFEY NORTH
Site Address: Parsonage Farm Industrial Estate, Parsonage Way, Horsham, RH12 4ZF. Proposal: Surgery to 6x Oak.	
Parish Council Comment 27/03/2025:	
HDC Decision	

DC/25/0331	ROFFEY SOUTH
Site Address: 19 Wood End, Horsham, RH12 4NT. Proposal: Erection of a single storey front, side and rear wrap around extension.	
Parish Council Comment 27/03/2025:	
HDC Decision	

DC/25/0274	ROFFEY SOUTH
Site Address: 1 Belloc Court, Manor Fields, Horsham, RH13 6SF. Proposal: Conversion of garage to habitable living space with first floor extension above.	
Parish Council Comment 27/03/2025:	
HDC Decision	

DC/25/0236	HOLBROOK WEST
Site Address: 44 Broome Close, Horsham, RH12 5XG. Proposal: Erection of a two storey side extension.	
Parish Council Comment 27/03/2025:	
HDC Decision	

DC/25/0305	ROFFEY NORTH
Site Address: 5 Coniston Close, Horsham, RH12 4GU. Proposal: Erection of a first-floor front extension, replacement front porch, demolition of existing conservatory and erection of a two-storey rear extension.	
Parish Council Comment 27/03/2025:	
HDC Decision	

DC/25/0303	ROFFEY NORTH
Site Address: 58 Hawkesbourne Road, Horsham, RH12 4EN. Proposal: Erection of a single storey rear extension, two storey side extension, erection of a front porch and installation of new windows.	
Parish Council Comment 27/03/2025:	
HDC Decision	

DC/25/0280 – Found on Parish Order doc 06/03/25 – Not Required on Return	HOLBROOK EAST
Site Address: 28 Winterbourne, Horsham, RH12 5JW. Proposal: Non Material Amendment to previously approved application DC/24/1325 (Erection of an infill ground floor extension with a first floor extension over. Extension to existing garage to provide additional bedrooms) to change the external facade of the approved first floor extension from face brickwork to a hanging plain tile finish.	
Parish Council Comment 27/03/2025:	
HDC Decision	

DC/25/0324	HOLBROOK EAST
Site Address: 22 Byron Close, Horsham, RH12 5PA. Proposal: Fell 3x Ash, 1x Cherry, and Surgery to 2x Cherry, 3x Field Maple, and 1x Oak.	
Parish Council Comment 27/03/2025:	
HDC Decision	

DC/25/0337	ROFFEY SOUTH
Site Address: 7 Shelleys Court, Manor Fields, Horsham, RH13 6SE. Proposal: Surgery to 1x Oak.	
Parish Council Comment 27/03/2025:	
HDC Decision	

DC/25/0304	ROFFEY NORTH
Site Address: 58 Hawkesbourne Road, Horsham, RH12 4EN. Proposal: Construction of a rear loft dormer, rooflights and a juliet balcony.	
Parish Council Comment 27/03/2025:	
HDC Decision	

DC/25/0419	ROFFEY NORTH
Site Address: 73 Lambs Farm Road, Horsham, RH12 4LE. Proposal: Erection of a gabled front porch and a single storey rear extension with flat roof.	
Parish Council Comment 27/03/2025:	
HDC Decision	

DC/25/0402	ROFFEY SOUTH
Site Address: 28 Howard Road, Horsham, RH13 6AB. Proposal: Erection of a single storey front extension and pitched roof over existing flat roof to garage.	
Parish Council Comment 27/03/2025:	
HDC Decision	

DC/25/0374	HOLBROOK WEST
Site Address: 65 Pondtail Road, Horsham, RH12 5HP. Proposal: Erection of a front extension to garage with pitched roof over, single storey rear extension and conversion of garage to habitable living space. Installation of a side dormer.	
Parish Council Comment 27/03/2025:	
HDC Decision	

**NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING DECISIONS
27.02.2025 - 27.03.2025**

DC/24/1963 – Found on Parish Order Doc 03/02/2025	HOLBROOK EAST
Site Address: Bramblehurst, 25 Lemmington Way, Horsham, RH12 5JG. Proposal: Erection of a single storey rear extension.	
Previous Parish Council Comment 30/01/2025: No comment to make due to the application no longer being on the Portal when checking on the 22 nd January 2025. Parish Council Comment 27/02/2025: No comment to make after a number of Members said they could not find the application on the HDC Portal when looking on there.	
HDC Decision	PERMITTED

DC/25/0076 – Not Required on Return	HOLBROOK WEST
Site Address: 129 Pondtail Road, Horsham, RH12 5HT. Proposal: Non Material Amendment to previously approved application DC/24/0779 (Non Material Amendment to previously approved application DC/21/2808 (Erection of a detached double garage to the front of the dwelling and erection of a wall to front and side boundaries) Reduction of new wall to the side of existing boundary and reduce the roof area by altering the barn hip on the rear of the garage roof) for a change to the boundary fence, reduction of the fence to the Cottingham Road side and changing the fence at the front of the house to a evergreen hedge.	
Parish Council Comment 27/02/2025: No comment to make.	
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	PERMITTED

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	PERMITTED

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	PERMITTED

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

DC/24/1800	ROFFEY NORTH
Site Address: 4 Lansdown Close, Horsham, RH12 4GN. Proposal: Fell 3x Oak.	
Parish Council Comment 19/12/2024: 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.	
HDC Decision	PERMITTED

DC/24/1802	ROFFEY NORTH
Site Address: 5 Lansdown Close, Horsham, RH12 4GN. Proposal: Fell 1x Oak.	
Parish Council Comment 19/12/2024: 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.	
HDC Decision	PERMITTED