

**NORTH HORSHAM PARISH COUNCIL
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE
THURSDAY 17TH APRIL 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. A presentation by the North Horsham Community Land Trust to the Committee regarding the Novartis Site Redevelopment

North Horsham Community Land Trust (NHCLT) contacted the Parish Council regarding their efforts to gain an involvement in the proposed redevelopment of the Novartis site, specifically the incorporation of an additional 224 affordable homes in lieu of the business park previously approved.

NHCLT has been trying, over the last 4 years, to find a suitable site for a number of truly affordable, social rent, homes for local people who live and/or work in the Parish. This has proved to be a considerable challenge and they are extremely grateful for the support that they have received from NHPC during this time. They have been keeping a close watch on the Novartis site throughout this period, but for a number of reasons the project has not progressed. However, things appear to be

changing and, from the discussions had since last December with various parties involved in the scheme, the landscape has changed considerably and they are viewing this opportunity as the best chance they have to fulfil our aims since they came into existence.

In a concerted effort to secure some plots or properties within the redevelopment of the Novartis site, they have been in contact with as many 'interested parties' as they could identify, including Muse, the developer acting for WSCC. Most recently they have met with Sam Raby (HDC Cabinet Member for Housing, Communities and Wellbeing) and Andrew Smith (HDC Housing Director) to discuss opportunities for NHCLT. They were both impressed with what NHCLT have been doing to date generally and undertook to assist them in obtaining properties within the Novartis redevelopment, assuming that planning is granted for the additional affordable homes.

With this in mind, NHCLT feel it is vital that they gain the support of NHPC as a whole, and the PET Committee in particular. Peter Beckley, director of NHCLT, enquired to see if it would be possible for himself and other Board members of NHCLT to speak at a meeting of the Planning, Environment and Transport committee and present their case to the Committee and timings is appropriate to tie in with the Committee's consideration of the Planning Application for the Novartis site.

Decision: To hear the presentation and agree on any further actions.

6. Chairman's Announcements

- i. Members are asked to note that that no compliance complaints have been received since the last meeting within the North Horsham Parish:
- ii. Members may recall a Chairmans Announcement at the last PET meeting in March (PET133/25vi refers) and an item on the Agenda for the February PET meeting (PET126/25 refers) regarding the review of verge parking within the Parish. Following the actions made, near the end of March 2025, WSCC replied regarding the concern raised about the verges along Redkiln Way and Leith View Road, with the following comments for each road:

Leith View Road

Thank you for your enquiry. There are a couple of routes that can be taken to try and tackle this anti social parking that appears to happen at school times with cars parking on the grass verges. The first would be:

1. *Community TRO - These seek to address local issues on the highway and are relatively non-complex and non-contentious, for example, use of double yellow lines for junction protection or speed limits.*
2. *Community Highway Schemes - These are schemes, with associated TROs, that may be more complex and need to be delivered through the County Council's Highways Improvement Programme, for example, traffic calming schemes.*

3. This scheme can be found online by going to: Apply for a community highways scheme - West Sussex County Council
The benefit of applying for a new TRO, such as a single yellow time (timed restricted parking) is that it can then be enforced by both Civil enforcement officers (Which you can also request in any case to attend with PCSO's), who can enforce the lines even if they park fully on the verge as yellow lines apply to both sides of the carriageway.

PCSO's and Police CANNOT enforce yellow lines unless they see a vehicle cross over them during enforcement times, however, they CAN issue fixed penalty notices if they believe that a vehicle is causing damage (the verge) or/ and obstruction (to the footway), so it may also be worth asking your local police force if they can attend time to time. Very often, just their presence is enough to deter bad behaviour from parents. Getting back to the community highways scheme, you can apply for this as an individual, community or organisation (such as a local council parish/ School) and this is a FREE application for you to pursue. You may find applying for a single yellow line would yield a better response as it is doubtful highways would allow any bollards, etc, to be placed on the grass verges.

Regards,
highways team

Redkirk Way

Thank you for your enquiry. Currently there are no lines or signs in this area, which makes enforcement extremely difficult in this area. There are, however, options that as an individual, community or organisation that you can take to try and tackle this anti-social parking. This would be as follows:

1. Community TRO - These seek to address local issues on the highway and are relatively non-complex and non-contentious, for example, use of double yellow lines for junction protection or speed limits.
2. Community Highway Schemes - These are schemes, with associated TROs, that may be more complex and need to be delivered through the County Council's Highways Improvement Programme, for example, traffic calming schemes.
3. This scheme can be found online by going to: Apply for a community highways scheme - West Sussex County Council. This scheme is free to apply for, but would be a good idea to gather all of your evidence to submit with the application. I hope that the above has been of help to you.

Regards,
Highways team

- iii. Members are reminded of the amended application proposal for DC/25/0303 – 58 Hawkesbourne Road, Horsham, RH12 4EN, regarding the Demolition of existing conservatory, and garage and workshop, erection of a single storey rear

extension, two storey side extension, front porch and installation of new windows. Due to the Amended Application being sent to the Parish Council on the 1st April 2025, and no extension for comments being authorised by HDC for after the Easter bank holiday weekend, it needed to be determined under the Delegated Authority process. Members had until the end of the day on the 2nd April to reply if they wanted to change the comment of “Objection due to overdevelopment” to “No objection”. Three of the twelve Members responded to the email, two who wanted to retain the original comment of “Objection” made on the 27th March 2025, and one who still had “no objection” to the application. The Clerk emailed Cllrs Davidson, Torn and Turner on the 3rd April 2025, to make them aware of the comment from three Members, and to say that due to not hearing from at least three Members that wanted to change the original comment for the application made on the 27th March 2025, they propose to submit no additional comments and rely on the decision made at the PET Committee meeting the previous week, and asked the three Councillors that if they do not agree with this course of action, they had until **midday on Friday 4th April** to let the Clerk know.

On the 4th April 2025, the Case Officer for the application was informed of no changes or additions to the comment already submitted for the original application on Tuesday 1st April, which was “*Objection due to overdevelopment for the area*”. The decision will finally be ratified at the May Full Council meeting.

- iv. The Clerk recently received an email from WSCC and HDC regarding EV Charging points, including a PSA list of potential sites heading out to public consultation for comments or concerns to be sent by the 14th April 2025. The list of potential sites has been circulated to all members with the Agenda for the meeting, and is for information only, as no address is within the Parish, and the list is not open to the Public until the opening of the consultation.

7. 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

8. Planning Applications

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

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

9. 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.

10. To identify Councillors appointed to meet with Neil Hughes and Jonathan Howes from Network Rail

Neil Hughes is now the Safety Improvement Specialist (Ops Risk) for the Southern Region for Network Rail and Jonathan Howes is newly appointed as the Level Crossing Manager for Sussex, Zone 1. Both Neil and Jonathan are open to meeting with Councillors and the Chairman of the Committee regarding the Parsonage Road and Littlehaven crossings after contact was initially made with them in February after the January PET meeting when General Public Transport concerns within the Parish was on the Agenda (PET/110/25 refers).

Decision: To Agree if Councillors and the Chairman of the Committee should meet with Neil Hughes and Jonathan Howes and decide on subjects to be discussed.

11. West Sussex County Council (WSCC) Relevant Area Consultation in relation to School Admissions

The School Admissions Code 2021 requires Local Authorities to review their Relevant Area every 2 years, and they want to seek the views of the Council regarding the document attached as **Appendix 3**, outlining the Relevant Area for WSCC. The Relevant Area is determined by the Local Authority and is the area within which the admission authority for that school must consult all other prescribed schools on its admission arrangements. The deadline for comments is Friday 23rd May 2025.

Decision: To discuss the consultation and agree on any comments.

**NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING APPLICATIONS FOR CONSIDERATION
17TH APRIL 2025**

DC/25/0170	ROFFEY SOUTH
Site Address: 9 Wellwood Close, Horsham, RH13 6AL. Proposal: Removal of existing lean to wooden conservatory and replacement with a brick built single storey rear extension.	
Parish Council Comment 17/04/2025:	
HDC Decision	

DC/25/0432	ROFFEY NORTH
Site Address: 4 Bramber Close, Horsham, RH12 4LY. Proposal: Erection of a two storey front extension, two storey rear extension, new fenestration and external finishes.	
Parish Council Comment 17/04/2025:	
HDC Decision	

S106/25/0010 – Found on Parish Order doc 31/03/25 – Not Required on Return	HORSHAM RURAL
Site Address: Mowbray, Formerly Land North of Horsham, Horsham. Proposal: Discharge S106 obligation (DC/16/1677) under Part 16 of the legal agreement relating to the inspection of the East-West Greenspace.	
Parish Council Comment 17/04/2025:	
HDC Decision	

DC/25/0151	HORSHAM RURAL
Site Address: Land To The North and South of Mercer Road, Warnham, West Sussex. Proposal: Redevelopment of the site to provide 304 residential units, parking, a retail unit, public car park, public open space, attenuation basins and landscaping.	
Parish Council Comment 17/04/2025:	
HDC Decision	

DC/25/0464	HORSHAM RURAL
Site Address: 8 Holbrook Park, Old Holbrook, Horsham, RH12 4TW. Proposal: Internal refurbishment and modernisation of the existing flat. Upgrade of thermal performance of external walls and upgrade of external glazing. (Listed Building Consent).	
Parish Council Comment 17/04/2025:	
HDC Decision	

DC/25/0476	ROFFEY SOUTH
Site Address: 4 Butlers Road, Horsham, RH13 6AJ. Proposal: Erection of a single storey rear extension (Certificate of Lawful Development - Proposed).	
Parish Council Comment 17/04/2025:	
HDC Decision	

DC/25/0469 - Found on Parish Order doc 07/04/25 – Not Required on Return	
Site Address: Tesco Express, Redkiln Way, Horsham, RH13 5QH. Proposal: Non Material Amendment to previously approved application DC/25/0029 (Replacement of existing fuel tanks, fills, pipework and forecourt with alterations to existing parking arrangements) for the size increase of 2no. Underground Fuel Storage Tanks from 65k to 70k Litres per tank.	
Parish Council Comment 17/04/2025:	
HDC Decision	

DC/25/0478	ROFFEY SOUTH
Site Address: 4 Butlers Road, Horsham, RH13 6AJ. Proposal: Conversion of garage into habitable living space and erection of a first floor extension over the existing garage.	
Parish Council Comment 17/04/2025:	
HDC Decision	

**NORTH HORSHAM PARISH COUNCIL
SCHEDULE OF PLANNING DECISIONS
27.03.2025 - 17.04.2025**

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: No comment to make.	
HDC Decision	REFUSED

DC/25/0118	HOLBROOK EAST
Site Address: St Marks Church, North Heath Lane, Horsham, RH12 5PU. Proposal: Installation of new glazed panel main entrance doors in oak to replace the existing solid boarded doors.	
Parish Council Comment 27/02/2025: No objection.	
HDC Decision	PERMITTED

DC/25/0084	HOLBROOK EAST
Site Address: 7 Wain End, Horsham, RH12 5TQ. Proposal: Replacement of existing (failed) retaining wall.	
Parish Council Comment 27/02/2025: No objection.	
HDC Decision	PERMITTED

DC/25/0030	ROFFEY SOUTH
Site Address: Tesco Express, Redkilm Way, Horsham, RH13 5QH. Proposal: Retention of existing freestanding sign, and proposed petrol pump signage (with retention of existing), and new canopy fascia signage with 'Eyebrow' LED down light lighting strips.	
Parish Council Comment 27/02/2025: No objection, however, Members are disappointed that they don't appear to be planning to alleviate congestion that occurs at the roundabout.	
HDC Decision	PERMITTED

DC/25/0029	ROFFEY SOUTH
Site Address: Tesco Express, Redkilm Way, Horsham, RH13 5QH. Proposal: Replacement of existing fuel tanks, fills, pipework and forecourt with alterations to existing parking arrangements.	
Parish Council Comment 27/02/2025: No objection, however, Members are disappointed that they don't appear to be planning to alleviate congestion that occurs at the roundabout.	
HDC Decision	PERMITTED

DC/25/0141	HOLBROOK WEST
Site Address: 33 Broome Close, Horsham, RH12 5XG. Proposal: Surgery to 1x Oak.	
Parish Council Comment 27/02/2025: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	PERMITTED

DC/25/0134	ROFFEY NORTH
Site Address: 10 Greenfields Way, Horsham, RH12 4LW. Proposal: Erection of a single storey rear extension.	
Parish Council Comment 27/02/2025: No objection.	
HDC Decision	PERMITTED

DC/25/0083	ROFFEY SOUTH
Site Address: 6 Wood End, Horsham, RH12 4NU. Proposal: Erection of a two storey side extension.	
Parish Council Comment 27/02/2025: No objection in principle although the roof line doesn't appear to comply with guidance.	
HDC Decision	PERMITTED

DC/25/0180	ROFFEY NORTH
Site Address: 25 Ringley Road, Horsham, RH12 4AS. Proposal: Fell 1x Oak, 1x Rowan, 1x Plum, 1x Goat Willow, and Surgery to 3x Hornbeam.	
Parish Council Comment 27/02/2025: No objection subject to the comments of HDC's Tree Officer. The Committee want assurance that the proposed replacement trees are suitable for the area.	
HDC Decision	PERMITTED

DC/25/0144	HOLBROOK EAST
Site Address: Oak Tree House, 22 Highdown Way, Horsham, RH12 5JJ. Proposal: Surgery to 1x Oak.	
Parish Council Comment 27/02/2025: No objection to the surgery of the tree, subject to the comments of HDC's Tree Officer.	
HDC Decision	PERMITTED

DC/25/0201	HOLBROOK WEST
Site Address: Verge To The Side of 4 Erica Way, Horsham. Proposal: Surgery to 2x Oak.	
Parish Council Comment 27/02/2025: No objection to the surgery of the trees, subject to the comments of HDC's Tree Officer.	
HDC Decision	PERMITTED

DC/25/0050	ROFFEY NORTH
Site Address: James Searle Industrial Estate, Parsonage Way, Horsham, RH12 4AQ. Proposal: Fell 2x Oak and Surgery to 2x Oak.	
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.	
HDC Decision	PERMITTED

DC/25/0007	ROFFEY NORTH
Site Address: 60 Ringley Road, Horsham, RH12 4AT. Proposal: Fell 3x Oak and surgery to 1x Oak.	
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.	
HDC Decision	SPLIT DECISION

DC/24/1010	ROFFEY SOUTH
Site Address: Kingsmead Nursing Home, Crawley Road, Horsham, RH12 4RX. Proposal: Demolition of the existing buildings and erection of an 80-bedroom specialist dementia care home (Use Class C2)	

together with a retained access from Crawley Road and associated car and cycle parking and landscaping.	
Parish Council Comment 18/07/2024: No objection, however, Members assume usual Conditions would be in place during the demolition and construction stages regarding excessive noise, dust and restricted working hours on weekdays and weekends.	
HDC Decision	PERMITTED

DC/22/2069 - Amendment	ROFFEY SOUTH
Site Address: Land at Furzeffield Road Horsham RH12 4NF Proposal: Demolition of existing garages and erection of 5No. dwellings with associated external works and landscaping. Amendment: New plans added and more detail on surface water and drainage.	
Previous Parish Council Comment 24/11/2022: No objection. Parish Council Comment 25/01/2024: No objection.	
HDC Decision	PERMITTED

West Sussex County Council's Relevant Area for Admissions 26/27

The School Standards & Framework Act 1998 requires local authorities to establish Relevant Area(s) for admission policy consultations. The Relevant Area is the area in which admission authorities must consult with schools regarding their proposed admission arrangements before finalising them. The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999 requires the local authority to consult on and review its Relevant Area every 2 years.

WSCC will consult those schools for which it is the admission authority before consulting other bodies.

The Local Authority will consult on the admission arrangements for community and voluntary controlled schools with:

- 1) For Primary/Infant/Junior policies, all Primary/Infant/Junior schools within the administrative area of West Sussex
- 2) For Secondary policies, all Primary/Infant/Junior/Secondary schools within the administrative area of West Sussex
- 3) Neighbouring local authorities
- 4) The Diocese of Chichester, the Catholic Diocese of Arundel and Brighton.
- 5) The representative for Multi-Academy Trusts Schools within WSCC
- 6) Parish Councils

Having first consulted with their Diocese, Voluntary Aided primary schools will consult with:

- 1) West Sussex County Council
- 2) All other WSCC Primary/Infant/Junior schools within a 4.8 kilometre radius (3 miles)
- 3) Other local authorities within a 4.8 kilometre radius (3 miles)
- 4) Other Primary/Infant/Junior schools within their own deanery, according to guidance issued by their Diocese
- 5) The representative for Multi-Academy Trusts Schools within WSCC
- 6) The Diocese of Chichester or the Catholic Diocese of Arundel and Brighton
- 7) Parish Councils

Primary/Infant/Junior academies, foundation and trust schools will consult with:

- 1) West Sussex County Council
- 2) All other WSCC Primary/Infant/Junior schools within a 4.8 kilometre radius (3 miles)
- 3) Other local authorities within a 4.8 kilometre radius (3 miles)
- 4) The Diocese of Chichester, the Catholic Diocese of Arundel and Brighton
- 5) Parish Councils

Having first consulted with their Diocese, Voluntary Aided secondary schools will consult with

- 1) West Sussex County Council

- 2) All other WSCC Primary/Infant/Junior/secondary schools within an 8 kilometre radius (5 miles)
- 3) Other local authorities within an 8 kilometre radius (5 miles)
- 4) Other Primary/Infant/Junior/Secondary faith schools within their own deanery, according to guidance issued by their Diocese
- 5) The Diocese of Chichester or the Catholic Diocese of Arundel and Brighton
- 6) The representative for Multi-Academy Trusts Schools within WSCC
- 7) Parish Councils.

Secondary academies and foundation schools will consult with:

- 1) West Sussex County Council
- 2) All other WSCC Primary/Infant/Junior/Secondary schools within an 8 kilometre radius (5 miles)
- 3) Other local authorities within an 8 kilometre radius (5 miles)
- 4) The Diocese of Chichester, the Catholic Diocese of Arundel and Brighton
- 5) Parish Councils