



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE MEETING HELD AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM ON THURSDAY 17TH APRIL 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

The meeting opened at 7.35pm.

PET/139/25 Public Forum

There were no members of the public present.

PET/140/25 Apologies for absence

Members **NOTED** the apology and reason for absence from Cllr. G. Turner.

PET/141/25 Declarations of Interest

Cllrs. G. Davidson, Gough and Mahon declared an interest in Agenda item 5, the Presentation by the North Horsham Community Land Trust (NHCLT) to the Committee regarding the Novartis Site Redevelopment, due to being Members of the NHCLT.

PET/142/25 Minutes

The Minutes of the Committee Meeting held on 27th March 2025 were **AGREED** and signed by the Chairman as a true record.

PET/143/25 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 felt it 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.

Members heard the presentation from Peter Beckley and asked questions regarding the contact made with the developers of the Novartis site, Muse and Lovell and how 244 of the Muse properties will be affordable, the meaning of 'Local People' being North Horsham Parish residents and environs, and how people not on the HDC waiting list for housing will be included. The Chairman let Members know that we are still waiting for notification of the Lovell application being on the Portal.

Members **AGREED** that when they get to comment on both the Muse and Lovell applications, they would make comments that involve the inclusion of the NHCLT and consider their role and aspirations when doing so.

PET/144/25 Chairman's Announcements

- i. Members were asked to note that no compliance complaints have been received since the last meeting within the North Horsham Parish.
- ii. Members recalled 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

Redkiln 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

Members asked for Verges to go on a future Agenda for Members to discuss the comments from WSCC and discuss ways forward.

- iii. Members were 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 proposed 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 did 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 had been circulated to all members with the Agenda for the meeting, and was for information only, as no address was within the Parish, and the list is only open to the Public when the consultation is open.
- v. The Clerk received an email from a resident on 15th April 2025, regarding road safety concerns on Lambs Farm road, and circulated it to Members in the weekly correspondence email on 16th April 2025. Members Noted receipt of the email.

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

PET/145/25 Planning Appeals
Members **NOTED** that there were no Planning Appeals.

PET/146/25 Planning Applications
Members **NOTED** receipt of the schedule of Planning Applications received under the Town and Country Planning Act 1990 from HDC since 27th February 2025 and considered each application in turn.

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

PET/147/25 Planning Decisions
An ongoing schedule of planning decisions made by HDC had been circulated to members of the Committee, which were **NOTED**.

PET/148/25 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).

Members **AGREED** that Cllrs Searle, Simmonds and the Chairman of the Committee would be arranged to meet with Neil Hughes and Jonathan Howes, and subjects to be discussed during the meeting are Timetables and the work planned for the area by the footpath from Treadcroft Drive to Bluebell Close.

PET/149/25 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 WSCC wanted 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.

Members **AGREED** that they do not have any observations on the procedure, however, they want reassurance that North Horsham Parish children are able to attend local schools.

PET/150/25 Date of next Meeting

The extraordinary meeting scheduled for Wednesday 30th April 2025 has been postponed and Members will be notified of the new date as soon as possible.

The next meeting is scheduled for Thursday 22nd May 2025 at 7.30pm.

There being no other business, the Chairman closed the meeting at 8.43pm.

.....Chairman

.....Date

Appendix 1

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

DC/25/0508	ROFFEY NORTH
Site Address: 54 Parsonage Road, Horsham, RH12 4AN. Proposal: Erection of a single storey rear extension with roof terrace and rear dormer.	
Parish Council Comment 17/04/2025: No objection.	
HDC Decision	

DC/25/0526	HOLBROOK EAST
Site Address: 9 Reapers Close, Horsham, RH12 5TG. Proposal: Erection of a single storey rear extension.	
Parish Council Comment 17/04/2025: No objection.	
HDC Decision	

DC/25/0532	ROFFEY NORTH
Site Address: 19 Agate Lane, Horsham, RH12 4BE. Proposal: Erection of a single storey rear extension.	
Parish Council Comment 17/04/2025: No objection.	
HDC Decision	

DC/25/0549	ROFFEY SOUTH
Site Address: 104 Crawley Road, Horsham, RH12 4DT. Proposal: Alteration to existing mono pitched roof to a flat roof of existing rear extension and fenestration alterations.	
Parish Council Comment 17/04/2025: No objection.	
HDC Decision	

DC/25/0569	ROFFEY SOUTH
Site Address: Land at The Comptons, Comptons Lane, Horsham, RH13 5DW. Proposal: Surgery to 6x Leyland Cypress.	
Parish Council Comment 17/04/2025: No objection to the surgery of the trees, subject to the comments of HDC's Tree Officer.	
HDC Decision	

S106/25/0005 - Found on Parish Order doc 14/04/25 – Not Required on Return	HORSHAM RURAL
Site Address: Mowbray, Land North of Horsham, Horsham. Proposal: Discharge of Schedule 4, Part 2, Clause 1.1 (Sports Hub Masterplan) to application DC/16/1677.	
Parish Council Comment 17/04/2025: No comment to make.	
HDC Decision	

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: No objection.	
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: No objection.	
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: No comment to make.	
HDC Decision	

DC/25/0151	HORSHAM RURAL
<p>Site Address: Land To The North and South of Mercer Road, Warnham, West Sussex.</p> <p>Proposal: Redevelopment of the site to provide 304 residential units, parking, a retail unit, public car park, public open space, attenuation basins and landscaping.</p>	
<p>Parish Council Comment 17/04/2025:</p> <p>Objection at this stage, due to overdevelopment and inappropriate location of site, lack of facilities and infrastructure, and lack of evidence of the developers working with Mowbray to compliment that development. NHPC Members noted the concerns of WSCC and endorse those, and are also very disappointed that the developers have not approached the Parish Council to enable questions to be asked of the development and discussed, before a decision on the application was made.</p>	
HDC Decision	

DC/25/0464	HORSHAM RURAL
<p>Site Address: 8 Holbrook Park, Old Holbrook, Horsham, RH12 4TW.</p> <p>Proposal: Internal refurbishment and modernisation of the existing flat. Upgrade of thermal performance of external walls and upgrade of external glazing. (Listed Building Consent).</p>	
<p>Parish Council Comment 17/04/2025:</p> <p>No objection.</p>	
HDC Decision	

DC/25/0476	ROFFEY SOUTH
<p>Site Address: 4 Butlers Road, Horsham, RH13 6AJ.</p> <p>Proposal: Erection of a single storey rear extension (Certificate of Lawful Development - Proposed).</p>	
<p>Parish Council Comment 17/04/2025:</p> <p>No objection.</p>	
HDC Decision	

DC/25/0469 - Found on Parish Order doc 07/04/25 – Not Required on Return	
<p>Site Address: Tesco Express, Redkiln Way, Horsham, RH13 5QH.</p> <p>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.</p>	
<p>Parish Council Comment 17/04/2025:</p> <p>No comment to make.</p>	
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: No objection.	
HDC Decision	